PRINTER Option Type 650

OPERATING INSTRUCTIONS

PRINTER REFERENCE (option)

Read this manual carefully before you use this product and keep it handy for future reference.
For safety, please follow the instructions in this manual.

PRINTER Option Type 650 OPERATING INSTRUCTIONS

Printed in Japan
UE (USA) A868-8600

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual.

Please read the Safety Information in the “Copy Reference” before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Important

Parts of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

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PostScript® is a registered trademark of Adobe System Incorporated.

PCL® is a registered trademark of Hewlett-Packard Company.

Document Server™ is a trademark of Ricoh Company, LTD.

Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights in those marks.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Notes:

Some illustrations might be slightly different from your machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

Note to users in the United States of America

Notice:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:

Reorient or relocate the receiving antenna.

Increase the separation between the equipment and receiver.

Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

Consult the dealer or an experienced radio/TV technician for help.

Warning

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

Caution (in case of 100BaseTX environment):

Properly shielded and grounded cables (STP) and connectors must be used for connections to host computer (and/or peripheral) in order to meet FCC emission limits.

Declaration of Conformity

Product Name: Printer controller
Model Number: Type 650
Responsible party: Ricoh Corporation
Address: 5 Dedrick Place, West Caldwell, NJ 07006
Telephone number: 973-882-2000
This device complies with part 15 of FCC Rules.
Operation is subject to the following two conditions:
1. This device may not cause harmful interference, and
2. this device must accept any interference received,

including interference that may cause undesired operation.

Note to users in Canada

Note:

This Class B digital apparatus complies with Canadian ICES-003.

Remarque concernant les utilisateurs au Canada

Avertissement:

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

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How to Read this Manual

Symbols

In this manual, the following symbols are used:

⚠ ***WARNING:***
This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

⚠ ***CAUTION:***
This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

* The statements above are notes for your safety.

Important
If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation
This symbol indicates the prior knowledge or preparations required before operating.

Note
This symbol indicates precautions for operation, or actions to take after misoperation.

Limitation
This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference
This symbol indicates a reference.

[ ]
Keys that appear on the machine's panel display.

Keys and buttons that appear on the computer's display.

【 】
Keys built into the machine's operation panel.

Keys on the computer's keyboard.

Option List

The following are the options that you can add to enhance the basic capabilities of the printer.

- Hard Disk: Printer Hard Disk Type 450
- Memory expansion : RAM SIMM
- NIB : Network Interface Board 450-E (NIB 450-E)
- Mailbox : Mailbox CS360
  (Bridge Unit Type 460 is required when you use finisher 3000.)
- PostScript® : PostScript®3 Kit Type 650

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Manuals for this Machine

There are four manuals that describe the operational procedures separately for the operation and maintenance of the machine.

This manual, the Printer Reference, contains detailed instructions for using this machine as a printer.

To ensure safe and efficient operation of the machine, all users should read and follow the instructions contained in the following manuals.

❖ **System Settings**
Describes the procedures and functions for adjusting the settings and defaults of this machine for copier.

❖ **Copy Reference**
Describes the procedures and functions for using this machine as a copier.

❖ **Printer Reference (This Manual)**
Describes the system settings, procedures and functions for using this machine as a printer.

❖ **Document Server Reference**
Describes the procedures and functions for using this machine as a document server.

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Requirements

Requirements

Before using this machine you must make sure that all the environmental and electrical requirements have been met. Connect the machine to your host computer using the parallel port, optional Network Interface Board 450-E (NIB 450-E), or both.

Make sure that all the cables, connectors, and electrical outlets necessary to attach the machine to your host computer or network are present.

Reference

For further information on using the parallel port. ⇒ P.5 *"Connecting the Machine"*

For information on using a network. ⇒ P.5 *"Connecting the Machine"*

Parallel Cable Requirements

Connect the machine to your host computer using a parallel port. This machine does not provide the parallel cable to connect the machine to the host computer.

The machine's parallel connection is a standard bi-directional interface. It requires a standard 36-pin parallel cable compliant with IEEE 1284 and a parallel port available on the host computer.

Note

❒ Do not use a parallel cable more than 3 meters (10 feet) long.

Network Connections

Optional Network Interface Board 450-E (NIB 450-E) can be installed to allow direct connection to an Ethernet network.

The Ethernet card supports 10BaseT or 100BaseTX connections.

You can use the machine in a network environment as follows.

- Using the appropriate network management software and printer driver.
- Attaching the machine to a networked computer set up as a server.

Client Windows 3.1x, 95, 98, NT 4.0, Macintosh (required PostScript®3 Kit Type 650)
Driver PCL 6/5e , PostScript®
File Server Netware 3.x , Netware 4.x
Protocol IPX/SPX, TCP/IP , AppleTalk

In a mixed network environment, the protocol automatically switches among network protocols.

Reference

Refer to the configuration guide that comes with the Network Interface Board 450-E (NIB 450-E) for more information on installing.

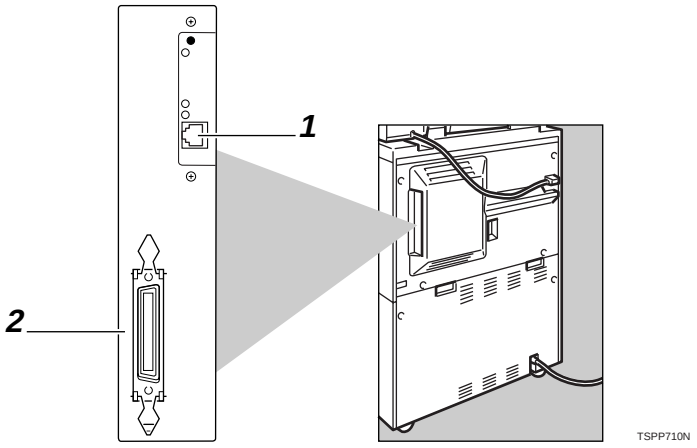
For information on resolving network connection problems. ⇒ P.53 *"Troubleshooting"*

Note

❒ Consult your Network Administrator before connecting your machine to a network.

Connecting the Machine

Make sure the shape and the position of the connector are as shown in the illustration.



1. **10BaseT / 100BaseTX**

2. **Parallel Port**

Connecting the Machine to the Host Using the Parallel Cable

Connect the machine to the host computer using a parallel cable compliant with IEEE 1284 (supplied by you).

Follow these steps to connect the machine to your host computer:

1 **Make sure you have the correct cable.**

2 **Make sure both the machine and the host computer are turned off.**

3 **Plug the 36-pin end of the parallel cable into the parallel port at the back on the right side cover of the machine.**

4 **Squeeze the wire clips on each side of the connector together until they snap into place. The clips hold the cable securely in place.**

5 **Plug the other end of the parallel cable into the computer's parallel port.**

Connecting the Machine Using the Network Interface Board 450-E (NIB 450-E)

Connect the machine using the Network Interface Board 450-E (NIB 450-E).

Follow these steps to connect the machine.

1. **Make sure you have a correct cable.**
2. **Make sure the machine is turned off.**
3. **Plug the end of the network interface cable into the 10BaseT/100BaseTX port at the back on the right side cover of the machine.**
4. **Plug the other end of the cable into the network.**

Note

- ❒ You should confirm that the cable is connected to the 10BaseT/100BaseTX port.
- ❒ In case of 100BaseTX environment, properly shielded and grounded cable (STP) must be used for connection to host computer (and/or HUB) in order to meet FCC and EMC Directive 89/336/EEC emission limits.

2. Making Adjustments with the Operation Panel

This section is for the maintenance operators.

The User Tools set the default settings, which are divided into four menu items; System Settings, Copy Features, Printer Features, and Document Server. This section deals with the information on adjusting the printer settings using the System Settings and the Printer Features menus.

Note

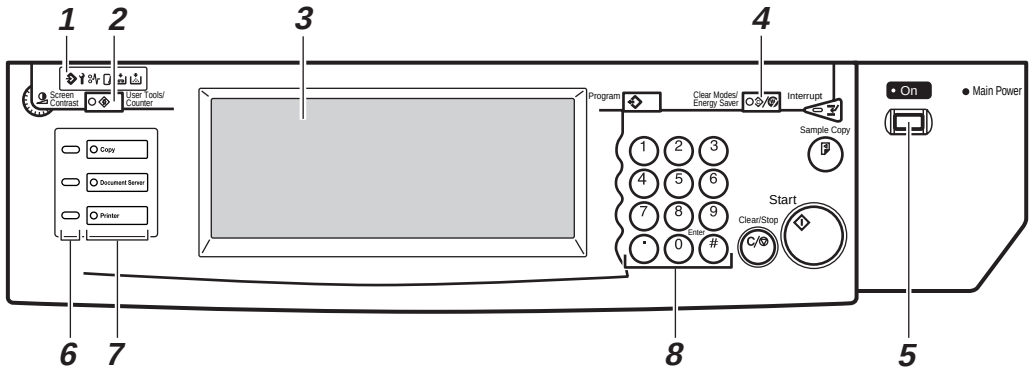
❒ After using the User Tools, be sure to return to Printer mode. The settings are not canceled even if the operation switch is turned off or the Clear Modes/ Energy Saver key is pressed.

❒ Function names displayed in a faint font become available when the machine is upgraded.

Reference

For information on adjusting the Copy and the Document Server settings. ⇒ Refer to the "Copy Reference" , the "Document Server Reference" or the "System Settings".

Operation Panel



TSPH211N

1. Data In indicator

Shows if the print job is being sent from the host computer.

If the indicator is blinking, the job is being sent.

If the indicator stays on, there is the data to be printed out.

2. 【User Tools/Counter】 key

❖ **User Tools**

Press to change the default settings and conditions to meet your requirements.

⇒ P.11 *"Adjusting Printer Features"*, P.23 *"Adjusting System Settings"*

❖ **Counter**

Press to check or print the total number of prints and copies made.

3. Panel Display

Shows the operation status, error messages, and function menus.

4. 【Clear Modes/Energy Saver】 key

Press this key for about 1 second to switch to and from Energy Saver mode.

5. Operation Switch

Press this switch to turn the power on. (the On indicator lights up). To turn the power off, press this switch again (the On indicator goes off).

6. Function Status indicators

These indicators show the status of each function.

❖ **Green**

Indicates the function is working.

❖ **Red**

Indicates the function is interrupted because of errors.

Press the Function key to switch the panel display and check the error message.

7. Function keys

Press to change functions (Copy, Printer, Document Server) shown on the panel display. To use the printer function, press the 【Printer】 key.

8. Number keys

Use these keys to enter a numeric value.

Panel Display

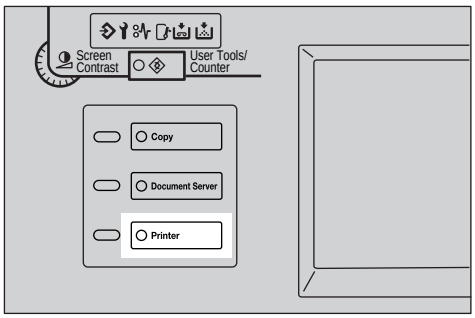
The panel display shows operational status, error messages, and function menus.

Important

❒ Do not apply a strong shock or force of about 30 N (about 3 kgf) or more to the panel display. Otherwise, the display might be damaged.

Printer

- Press the 【Printer】 key on the operational panel.

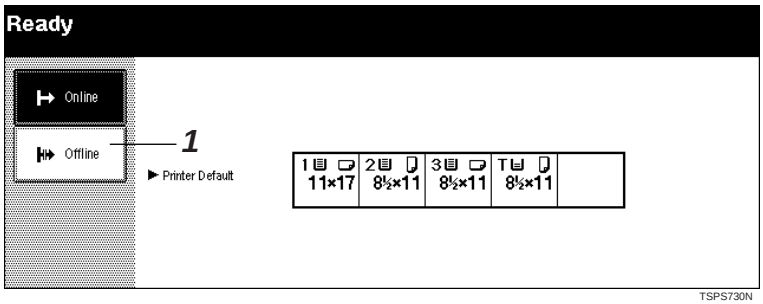


TSPS720N

Online and Offline

❖ **Online**

The printer is ready to make a print.



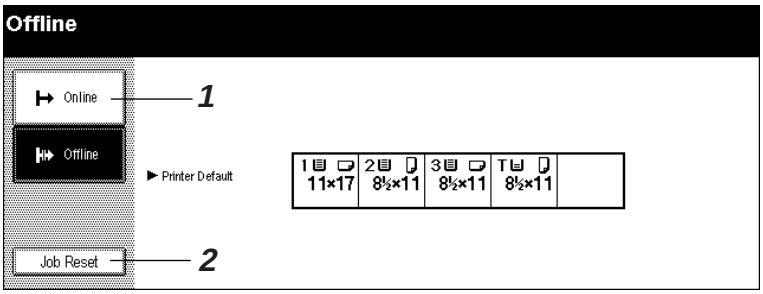
TSPS730N

1. **[Offline] key**

Touch this key to change into Offline mode.

❖ **Offline**

The printer is Offline.



1. **[Online] key**

Touch this key to change into Online mode.

2. **[Job Reset] key**

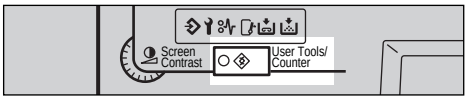
Touch this key to cancel print jobs.

Adjusting Printer Features

Accessing the Printer Features

1 **Press the [User Tools/Counter] key.**

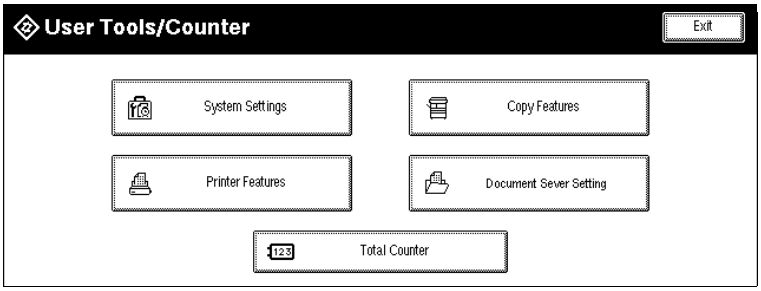
The User Tools main menu appears.



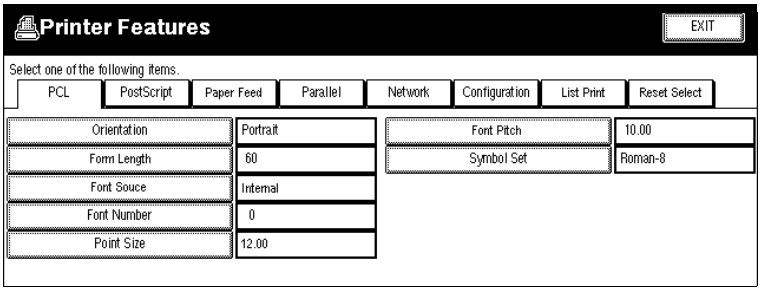
TSPS040N

2 **Touch the [Printer Features] key on the panel display.**

The Printer Features menu appears.



3 **Search for the desired menu and touch the key.**



4 **Change the settings by following the instructions on the panel display. Then touch the [OK] key.**

⇒ P.16 *"Printer Features Parameters"*

Note

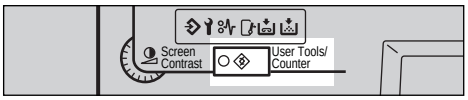
❒ **[OK]**: Touch to set the new settings and return to the previous menu.

❒ **[Cancel]**: Touch to return to the previous menu without changing any setting.

Exiting from User Tools

1 **After changing the User Tools settings, go back to the User Tools main menu.**

2 **Press the 【User Tools/Counter】 key.**



TSPS040N

Note

❒ You can also exit from the User Tools by touching the **[Exit]** key on the User Tools main menu.

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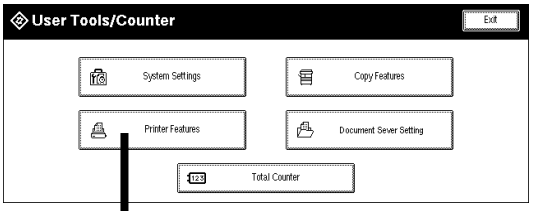
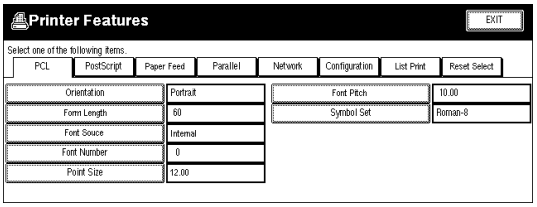
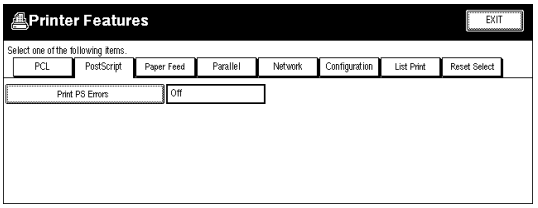
Printer Features Menu



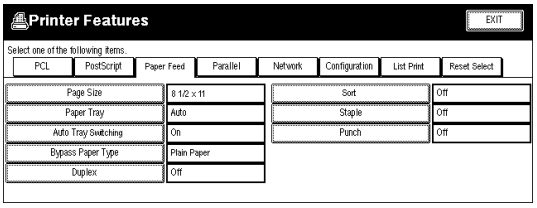
PCL



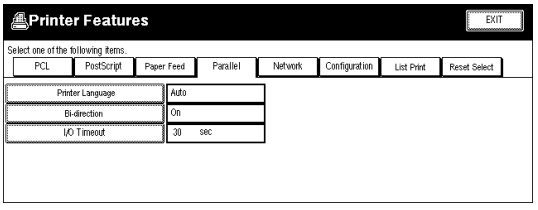
PostScript



Paper Feed

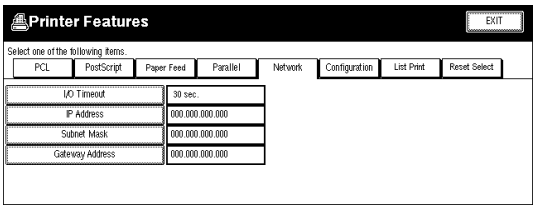


Parallel

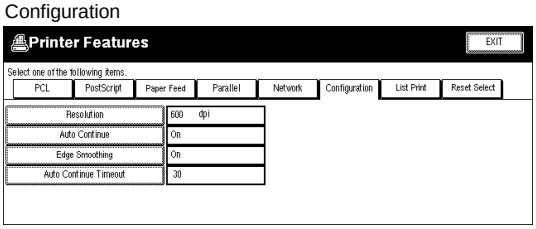


TSPS750N

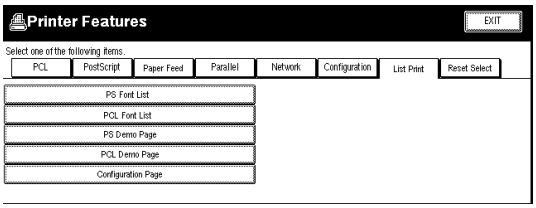
Network



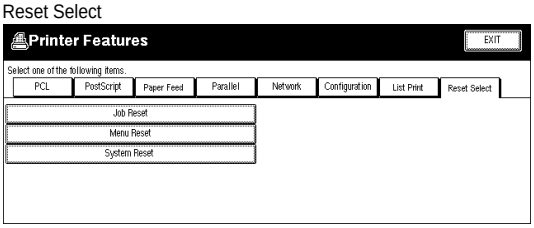
Configuration



List Print



Reset Select



TSPS760N

Printer Features Parameters

PCL

Menu	Description
Orientation	You can specify the page orientation: • Portrait • Landscape **Note** ❒ Default: *Portrait*
Form Length	You can specify the number of lines per page: 5 to 128 **Note** ❒ The default settings depend on the paper size. ❒ Default: *64 (A4)* ❒ Default: *60 ($8^1/_2 \times 11$)*
Font Source	You can specify the location of the default font: • Internal Specifies that you want to use the resident font as the default font. • Soft Specifies that you want to use the font downloaded from the host machine as the default font. **Note** ❒ Default: *Internal*
Font Number	You can specify the value for the default font you want to use: 0 to 999 **Note** ❒ Default: *0*
Point Size	You can specify the value for the point size you want to use for the selected font in increments of 0.25: 4.00 to 999.75 **Note** ❒ Default: *12.00* When an incorrect size is entered, it blinks for about 2 seconds. Enter the correct size at that time.

Menu	Description
Font Pitch	You can specify the number of characters per inch for the selected font in increments of 0.01: 0.44 to 99.99 **Note** ❒ Default: *10.00*
Symbol Set	You can specify the set of print characters for the selected font. Search for the desired font among the options shown in the 3 screens. Roman-8, Win L1, Win L2, Win L5, Win Baltic, Win 3.0, Legal, ISO L1, ISO L2, ISO L5, ISO 4, ISO 6, ISO 11, ISO 15, ISO 17, ISO 21, ISO 60, ISO 69, PC-8, PC-850, PC-852, PC-1004, PC-8 D/N, PC8-TK, VN Math, VN US, VN Intel, MS Publ, Pifont, Desktop, Math-8, PS Math, PS Text, MC Text **Note** ❒ Default: *Roman-8*

PostScript®

Menu	Description
Print PS Errors	You can specify whether the PostScript® Error Report should be printed: • Off • On **Note** ❒ Default: *Off*

Paper Feed

Menu	Description
Page Size	You can specify the page size when the page size is not specified by the application. A3, JIS B4, A4, JIS B5, A5, A6, 11 × 17, $8^1/_2 \times 14$, $8^1/_2 \times 13$, $8^1/_4 \times 13$, 8 × 13, $8^1/_2 \times 11$, $7^1/_4 \times 10^1/_2$, $5^1/_2 \times 8^1/_2$ **Note** ❒ Default (Metric Version): *A4* ❒ Default (Inch Version): *$8^1/_2 \times 11$*

Menu	Description
Tray Priority	You can specify the input paper tray. Only the installed trays appear on the panel display. Auto, LCT, Bypass, Tray1, Tray2, Tray3 **Note** ❒ Default: *Auto*
Auto Tray Switching	You can specify whether the Auto Tray Switching is On. When the Auto Tray Switching is On, and the current paper tray becomes empty during a print job, the machine automatically changes the paper tray to the one that contains the same paper size and orientation: • Off • On **Note** ❒ Default: *On*
Bypass Paper Type	You can specify the type of paper in the Bypass Tray: • Plain Paper • OHP (Transparency) • Thick Paper **Note** ❒ Default: *Plain Paper*
Duplex	You can specify whether you want to print on both sides of each page. If so, you can also specify the orientation of paper. • Off • Long Edge Binding • Short Edge Binding **Note** ❒ Default: *Off*

Menu	Description
Sort	You can specify whether you want to collate the output. If so, you can also specify the printing order. • Off • Offset Sort • Rotate Sort **Note** ❒ Default: *Off*
Staple	You can specify whether you want to staple the output. If so, you can also specify the stapling position among the options shown in the 2 screens. Off, Left Slant, Left Vert., Left Horiz., Left 2, Right Slant, Right Vert., Right Horiz., Right 2, Top 2, Left Slant, Left Vert., Left Horiz., Left 2, Right Slant, Right Vert., Right Horiz., Right 2, Top 2 **Note** ❒ Default: *Off*
Punch	You can specify whether you want to punch the output for filing. If so, you can also specify the punching position. Off, Left Portrait, Right Portrait, Top Portrait, Left Landscape, Right Landscape, Top Landscape **Note** ❒ Default: *Off*
Mailbox Priority	You can specify to which bins print out should be delivered: 1 to 9 **Note** ❒ Default: *1*

Parallel

Menu	Description
Printer Language	You can specify the page description language for print jobs received through the parallel port: • Auto • PCL • PostScript **Note** ❒ Default: *Auto*
Bi-direction	You can specify whether bi-directional communication between this machine and the host computer is enable: • Off • On **Note** ❒ Default: *On*
I/O Timeout	You can specify how many seconds to wait until an incomplete print job should end, and the next port in the polling sequence should be set in increments of 1: 5–300 sec. **Note** ❒ Default: *30 sec.*

Network

Menu	Description
I/O Timeout	You can specify how many seconds to wait until an incomplete print job should end, and the next port in the polling sequence should be set in increments of 1: 5–300 sec. **Note** ❒ Default: *30 sec.*
IP Address	You can specify the IP Address. **Note** ❒ Default: *All zero*

Menu	Description
Subnet Mask	You can specify the Subnet Mask. **Note** ❒ Default: *All zero*
Gateway Address	You can specify the Gateway Address. **Note** ❒ Default: *All zero*

Configuration

Menu	Description
Resolution	You can specify the print resolution in dots per inch: • 300 dpi • 600 dpi **Note** ❒ Default: *600 dpi*
Auto Continue	You can specify whether the Auto Continue feature is enabled. When it is On, printing continues after a system error occurs: • Off • On **Note** ❒ When it is On, and certain types of error occur, the current job might be canceled, and the machine automatically resumes the next job. ❒ Default: *On*
Edge Smoothing	You can specify whether the Edge Smoothing feature is enabled: • Off • On **Note** ❒ Default: *On*
Auto Continue Timeout	You can specify how many seconds to wait until the Auto Continue feature should end in increments of 1: 5-300 sec. **Note** ❒ Default: *30 sec.*

List Print

Menu	Description
PS Font List	You can print a list of installed PS fonts.
PCL Font List	You can print a list of installed PCL fonts.
PS Demo Page	You can print a PS Demo Page.
PCL Demo Page	You can print a PCL Demo Page.
Configuration Page	You can print a page describing the printer configuration.

Reset Select

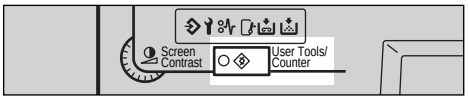
Menu	Description
Job Reset	You can cancel the print job currently being processed.
Menu Reset	You can cancel the print job and restore some of the menu parameters to their factory defaults. **Note** ❒ The following parameters don't change back to their factory defaults: • Bi-direction • TCP/IP Settings
System Reset	You can reset the system.

Adjusting System Settings

Accessing the System Settings

1 **Press the [User Tools/Counter] key.**

The User Tools main menu appears.



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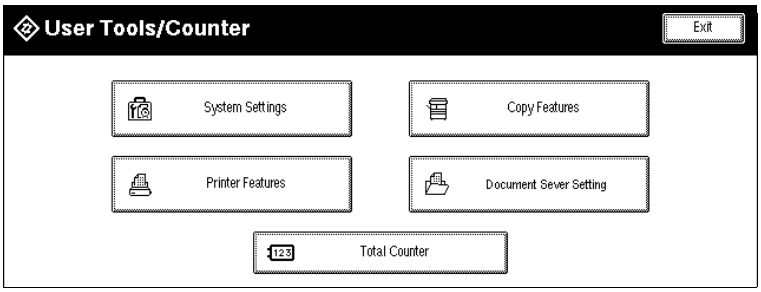
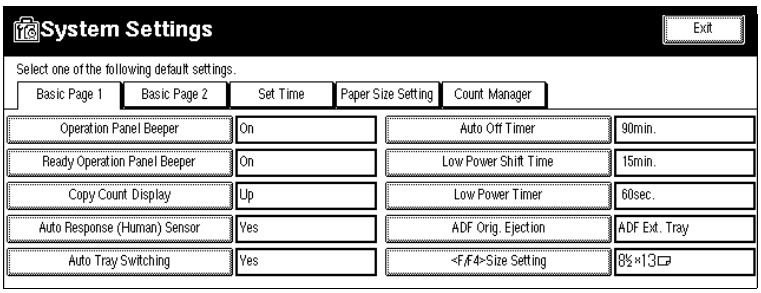
2 **Touch the [System Settings] key on the panel display.**

The System Settings menu appears.



3 **Search for the desired menu and touch the key.**



4 **Change the settings by following the instructions on the panel display. Then touch the [OK] key.**

⇒ P.26 *"System Settings Parameters"*

Note

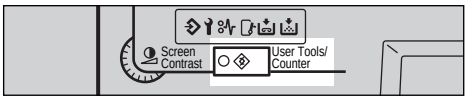
❒ **[OK]**: Touch to set the new settings and return to the previous menu.

❒ **[Cancel]**: Touch to return to the previous menu without changing any setting.

Exiting from User Tools

1 **After changing the User Tools settings, go back to the User Tools main menu.**

2 **Press the 【User Tools/Counter】 key.**



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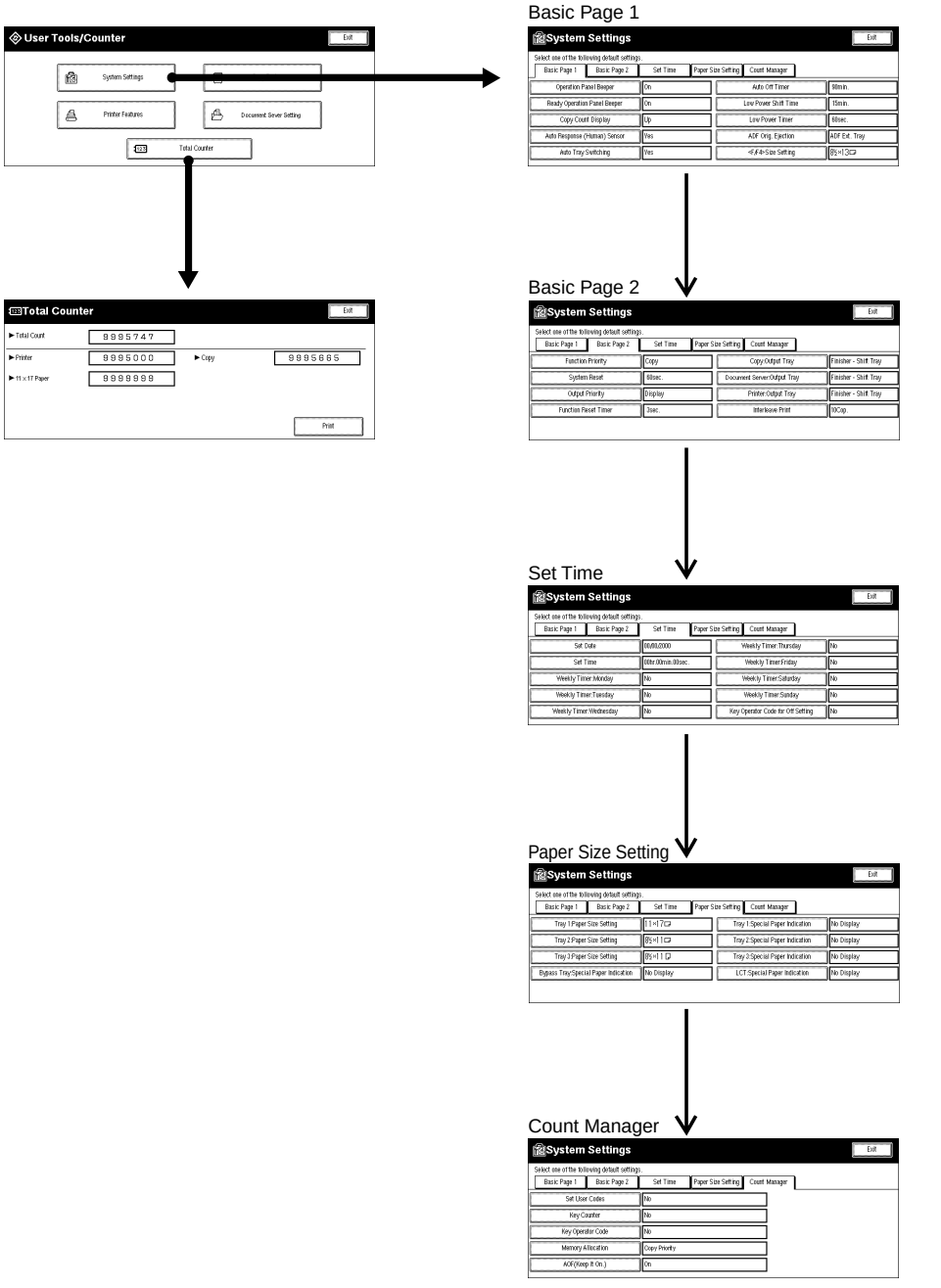
Note

❒ You can also exit from the User Tools by touching the **[Exit]** key on the User Tools main menu.

System Settings Menu



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System Settings Parameters

This section contains the information on the parameters only used for the printer.

Reference

For information on the other parameters in the System Settings menu, refer to the "System Settings" manual.

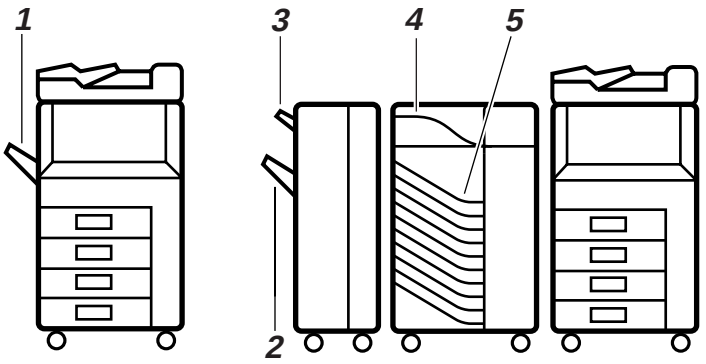
Basic Page 2

Menu	Description
Function Priority	You can specify the mode to be displayed immediately after the operation switch is turned on or the System Reset mode is turned on. • Copy • Document Server • Printer **Note** ❒ Default: *Copy*
Output Priority	Sets the print priority for each mode. • Display : Print priority is given to the mode shown on the display. • Copy : Print priority is given to the copy function. • Document Server : Print priority is given to the document server function. • Printer : Print priority is given to the printer function. • Interleave : Makes use of the Multi-access function to print jobs in the order in which they are initiated regardless of mode/function. **Note** ❒ Default: *Display* ❒ As the output from the different functions may be inconveniently placed on the same tray, it is possible to separate output trays for each function using the "Output Tray" feature.

Menu	Description
Function Reset Timer	How long the machine waits before switching to the default mode if no operation has been performed after an operation has finished. • Instant • Reset Time : 3–30 sec. **Note** ❒ Default: *Reset Time (3 sec.)* ❒ This setting does not work when the "Output Priority" is set to the "Interleave".
Copy: Output Tray	You can specify a tray which documents are delivered. **Note** ❒ Default: *Finisher-Proof tray* ❒ You can select from the External tray, Finisher-Shift tray, Finisher-Proof tray, Mailbox-Proof tray. ❒ Without the optional finisher and Mailbox installed, External tray is the only one output tray.
Document Server: Output Tray	You can specify a tray which documents are delivered. **Note** ❒ Default: *Finisher-Proof tray* ❒ You can select from the External tray, Finisher-Shift tray, Finisher-Proof tray, Mailbox-Proof tray. ❒ Without the optional finisher and Mailbox installed, External tray is the only one output tray.
Printer: Output Tray	You can specify a tray which documents are delivered. **Note** ❒ Default: *Finisher-Proof tray* ❒ You can select from the External tray, Finisher-Shift tray, Finisher-Proof tray, Mailbox-Proof tray, Mailbox (It's depends on the panel setting). ❒ Without the optional finisher and Mailbox installed, External tray is the only one output tray. ❒ The Output Tray may be different depending on the functional setting and the setting of the printer driver.

Menu	Description
Interleave Print	You can set the maximum output quantity using the interleave print when the "Output Priority" is set to the "Interleave": 1–20 (number of sheets) **Note** ❒ Default: *5* ❒ This setting may be different from your setting depending on the status of the print job.

❖ **Output Tray**



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1. **Copy Tray (option)**
2. **Finisher Shift Tray (option)**
3. **Finisher Proof Tray (option)**
4. **Mailbox Proof Tray (option)**
5. **Mailbox (option)**

Set Time

If a key operator code (up to 8 digits) is specified, you should enter the code when entering the Set Time mode.

Reference

Refer to “Key Operator Code” in the “System Settings” manual.

Menu	Description
Weekly Timer; Monday - Sunday	Set the times when you want the machine to turn itself on/off for each day of the week. **Important** ❒ The timers do not work if the main power switch is turned off or the power cord is unplugged. ❒ To keep the power on throughout the day, clear both of the settings specified for the "On" and "Off" timers. **Note** ❒ Enter times using the 24–hour clock (1 minute steps). ❒ You can set only the "On" or "Off" timer of the day. ❒ The timers don't turn the main power on/off. ❒ If the same time is specified both for the "On" and "Off" timers, the "On" timer is set to work, and the "Off" timer is ignored. ❒ The timers don't work when an error occurs or an error message appears in the panel display.

About Weekly Timers

The Weekly Timers allow you to restrict use of the machine to certain times of the day and week. The machine will turn the operation switch on/off at the specified times of the week.

Important

❒ The timers turn the machine to the Offline/ Online, only when the "Key Operator Code for Off Setting" is specified.

❒ If the "Key Operator Code for Off Setting" is not specified, you can print documents even when the operation switch is turned off by the timers.

❒ If the "Key Operator Code for Off Setting" is specified, you cannot print documents without entering the code when the operation switch is turned off by the timers.

Reference

Refer to "Key Operator Code for Off Setting" in the "System Settings" manual.

Count Manager

If a key operator code (up to 8 digits) is specified, you should enter the code when entering the Count Manager mode.

Reference

Refer to the "Key Operator Code" in the "System Settings" manual.

Menu	Description
Memory Allocation	You can select the Hard Disk memory allocation. Change the settings if error messages often occur. • Copy Priority • Max. Memory for Copier • Min. Memory for Copier • Max. Memory for Document Server • Document Sever Priority • Printer Priority **Note** ❒ Default: *Copy Priority* **Important** ❒ When memory allocation is changed, stored documents in the document server will be deleted. ❒ You have to print the stored documents before changing the memory allocation.

❖ **The memory allocation of each function is as follows:**

	Copy	Document Server	Printer
Copy Priority	900 MB	400 MB	200 MB
Max. Memory for Copier	1300 MB	100 MB	100 MB
Min. Memory for Copier	300 MB	800 MB	400 MB
Max. Memory for Document Sever	300 MB	1000 MB	200 MB
Document Server Priority	500 MB	800 MB	200 MB
Printer Priority	500 MB	400 MB	600 MB

3. Installing the PCL 6/5e Printer Driver

Installing the PCL 6/5e Printer Driver

Printing requires installation of a printer driver for your operating system.

This section provides basic procedures for installing the printer driver. The actual procedure differs somewhat depending on your operating system.

Follow the right one of the procedures below.

Choosing the PCL 6 or PCL 5e printer driver

This printer comes with two kinds of the PCL printer drivers. One is the PCL 6, and the other is the PCL 5e.

Generally, we recommend the PCL 6 as your first choice, for it provides better WYSIWYG (What You See Is What You Get) and higher speed than the PCL 5e.

However, some of your application software might require the installation of the PCL 5e printer driver. In this case, you can install the PCL 5e printer driver in addition to the PCL 6 printer driver.

Windows 95/98 - Installing the PCL 6/5e Printer Driver

Follow these steps to install the PCL 6/5e printer driver on your Windows 95/98 system:

1. **Close all the applications that are currently running.**
2. **Insert the CD labeled Printer Drivers and Utilities for Windows/Mac in the CD-ROM drive.**

   If the setup menu starts automatically, follow the instructions on the screen. Otherwise, continue the step 3.
3. **Click [Start] on the task bar.**
4. **Click [Run].**
5. **In the "Run" window, click [Browse].**
6. **Select the CD-ROM Drive.**
7. **Open the folder called "Pcl6 (or Pcl5e)".**
8. **Open the folder called "Win31_95".**

9 Open the folder of appropriate language.

10 Open the folder called “Disk1”.

11 Open the file titled "Setup.exe".

12 Click [OK].

13 Follow the instructions on the screen.

Windows 3.1x - Installing the PCL 6/5e Printer Driver

Important

❒ We recommend to install the PCL 5e printer driver on your Windows 3.1x system. Under Windows 3.1x system, you might get some unexpected print results with the PCL 6 printer driver.

Follow these steps to install the PCL 6/5e printer driver on your Windows 3.1x system:

1 Close all the applications that are currently running.

2 Insert the CD labeled Printer Drivers and Utilities for Windows/Mac in the CD-ROM drive.

3 From the Program Manager, click [Run] from the [File] menu.

4 In the “Run” window, click [Browse].

5 Select the CD-ROM Drive in the Drives list.

6 Open the folder called “Pcl6 (or Pcl5e)”.

7 Open the folder called "Win31_95".

8 Open the folder of appropriate language.

9 Open the folder called “Disk1”.

10 Open the file titled "Setup.exe".

11 Click [OK].

12 Follow the instructions on the screen.

Windows NT 4.0 - Installing the PCL 6/5e Printer Driver

The procedures to install the PCL 6/5e printer driver on your Windows NT 4.0 System differs depending on whether one or more printer drivers have been already installed.

If there is no other printer driver installed, follow these steps.

Follow these steps to install the PCL 6/5e printer driver on your Windows NT 4.0 system:

1. **Close all the applications that are currently running.**
2. **Insert the CD labeled Printer Drivers and Utilities for Windows/Mac in the CD-ROM drive.**

   If the setup menu starts automatically, follow the instructions on the screen. Otherwise, continue the step 3.
3. **Click [Start] on the task bar.**
4. **Click [Run].**
5. **In the "Run" window, click [Browse].**
6. **Select the CD-ROM Drive.**
7. **Open the folder called "Pcl6 (or Pcl5e)".**
8. **Open the folder called "Nt4".**
9. **Open the folder of appropriate language.**
10. **Open the folder called "Disk1".**
11. **Open the file titled "Setup.exe".**
12. **Click [OK].**
13. **Follow the instructions on the screen.**

Uninstalling the PCL 6/5e Printer Driver

This section provides basic procedures for uninstalling the printer driver. The actual procedure differs somewhat depending on your operating system.

Follow the right one of the procedures below.

Windows 95/98 - Uninstalling the PCL 6/5e Printer Driver

Follow these steps to uninstall the printer driver:

1. **Close all the applications that are currently running.**
2. **Insert the CD labeled Printer Drivers and Utilities for Windows/Mac in the CD-ROM drive.**

   If the setup menu starts automatically, follow the instructions on the screen. Otherwise, continue the step 3.
3. **Click [Start] on the task bar.**
4. **Click [Run].**
5. **In the "Run" window, click [Browse].**
6. **Select the CD-ROM Drive.**
7. **Open the folder called "Pcl6 (or Pcl5e)".**
8. **Open the folder called "Win31_95".**
9. **Open the folder of appropriate language.**
10. **Open the folder called "Disk1".**
11. **Open the file titled "Unsetup.exe".**
12. **Click [OK].**
13. **Follow the instructions on the screen.**

Windows 3.1x - Uninstalling the PCL 6/5e Printer Driver

Follow these steps to uninstall the printer driver:

1. **Close all the applications that are currently running.**
2. **Insert the CD labeled Printer Drivers and Utilities for Windows/Mac in the CD-ROM drive.**
3. **From the Program Manager, click [Run] from the [File] menu.**
4. **In the "Run" window, click [Browse].**
5. **Select the CD-ROM Drive in the Drives list.**
6. **Open the folder called "Pcl6 (or Pcl5e)".**
7. **Open the folder called "Win31_95".**
8. **Open the folder of appropriate language.**
9. **Open the folder called "Disk1".**
10. **Open the file titled "Unsetup.exe".**
11. **Click [OK].**
12. **Follow the instructions on the screen.**

Windows NT 4.0 - Uninstalling the PCL 6/5e Printer Driver

Follow these steps to uninstall the printer driver:

1. **Close all the applications that are currently running.**
2. **Insert the CD labeled Printer Drivers and Utilities for Windows/Mac in the CD-ROM drive.**

   If the setup menu starts automatically, follow the instructions on the screen. Otherwise, continue the step 3.
3. **Click [Start] on the task bar.**
4. **Click [Run].**
5. **In the "Run" window, click [Browse].**
6. **Select the CD-ROM Drive.**
7. **Open the folder called "Pcl6 (or Pcl5e)".**
8. **Open the folder called "Nt4".**
9. **Open the folder of appropriate language.**
10. **Open the folder called "Disk1".**
11. **Open the file titled "Unsetup.exe".**
12. **Click [OK].**
13. **Follow the instructions on the screen.**

4. Installing the PostScript® Printer Driver

Installing the PostScript® Printer Driver

Printing requires installation of a printer driver for your operating system.

This section provides basic procedures for installing the printer driver. The actual procedure differs somewhat depending on your operating system.

Follow the right one of the procedures below.

Windows 95/98 - Installing the PostScript® Printer Driver

Follow these steps to install the PostScript® printer driver on Windows 95/98 system:

1. **Close all the applications that are currently running.**
2. **Insert the CD labeled Printer Drivers and Utilities for Windows/Mac in the CD-ROM drive.**

   If the setup menu starts automatically, follow the instructions on the screen. Otherwise, continue the step 3.
3. **Click [Start] on the task bar.**
4. **Click [Run].**
5. **In the "Run" window, click [Browse].**
6. **Select the CD-ROM Drive.**
7. **Open the folder called "Ps".**
8. **Open the folder called "Win95_98".**
9. **Open the folder of appropriate language.**
10. **Open the folder called "Disk1".**
11. **Open the file titled "Setup.exe".**
12. **Click [OK].**
13. **Follow the instructions on the screen.**

Using the printer driver with the Adobe PageMaker for Windows 95/98

If you use the printer under Windows 95/98 with the Adobe PageMaker, you need to copy the PPD file to the PageMaker directory.

The PPD file is the file with extension ".ppd" under the directory \PS\WIN95_98\ENGLISH\DISK1\, on the CD labeled Printer Drivers and Utilities for Windows/Mac. The third directory, "ENGLISH" may be substituted by appropriate language name. Copy this file to the PageMaker's directory.

For PageMaker 6 default installation, the directory is "C:\PM6\RSRC\USENGLISH\PPD4", and for PageMaker 6.5 default installation, the directory is "C:\PM65\RSRC\USENGLISH\PPD4". The "USENGLISH" may be different, depending on your language selection.

Windows 3.1x - Installing the PostScript ® Printer Driver

Follow these steps to install the PostScript® printer driver on your Windows 3.1x system:

1. **Close all the applications that are currently running.**
2. **Insert the CD labeled Printer Drivers and Utilities for Windows/Mac in the CD-ROM drive.**
3. **From the Program Manager, click [Run] from the [File] menu.**
4. **In the "Run" window, click [Browse].**
5. **Select the CD-ROM Drive in the Drives list.**
6. **Open the folder called "Ps".**
7. **Open the folder called "Win31".**
8. **Open the folder of appropriate language.**
9. **Open the folder called "Disk1".**
10. **Open the file titled "Setup.exe".**
11. **Click [OK].**
12. **Follow the instructions on the screen.**

Using the printer driver with the Adobe PageMaker for Windows 3.1x

If you use the printer under Windows 3.1x with the Adobe PageMaker, you need to copy the PPD file to the PageMaker directory.

The PPD file is the file with extension ".ppd" under the directory \PS\WIN3.1\ENGLISH\DISK1\, on the CD labeled Printer Drivers and Utilities for Windows/Mac. The third directory, "ENGLISH" may be substituted by appropriate language name. Copy this file to the PageMaker's directory.

For PageMaker 6 default installation, the directory is "C:\PM6\RSRC\USENGLISH\PPD4", and for PageMaker 6.5 default installation, the directory is "C:\PM65\RSRC\USENGLISH\PPD4". The "USENGLISH" may be different, depending on your language selection.

Windows NT 4.0 - Installing the PostScript® Printer Driver

Follow these steps to install the PostScript® printer driver on Windows NT 4.0 system:

1. **Close all the applications that are currently running.**
2. **Insert the CD labeled Printer Drivers and Utilities for Windows/Mac in the CD-ROM drive.**

   If the setup menu starts automatically, follow the instructions on the screen. Otherwise, continue the step 3.
3. **Click [Start] on the task bar.**
4. **Click [Run].**
5. **In the "Run" window, click [Browse].**
6. **Select the CD-ROM Drive.**
7. **Open the folder called "Ps".**
8. **Open the folder called "Nt4".**
9. **Open the folder of appropriate language.**
10. **Open the folder called "Disk1".**
11. **Open the file titled "Setup.exe"**
12. **Click [OK].**
13. **Follow the instructions on the screen.**

Using the printer driver with the Adobe PageMaker for Windows NT 4.0

If you use the printer under Windows NT 4.0 with the Adobe PageMaker, you need to copy the PPD file to the PageMaker directory.

The PPD file is the file with extension ".ppd" under the directory \PS\WINNT4\ENGLISH\DISK1\, on the CD labeled Printer Drivers and Utilities for Windows/Mac. The third directory, "ENGLISH" may be substituted by appropriate language name. Copy this file to the PageMaker's directory.

For PageMaker 6 default installation, the directory is "C:\PM6\RSRC\USENGLISH\PPD4", and for PageMaker 6.5 default installation, the directory is "C:\PM65\RSRC\USENGLISH\PPD4". The "USENGLISH" may be different, depending on your language selection.

Macintosh - Installing the PostScript® Printer Driver

Be sure to install the appropriate driver for Macintosh. The software requires a System 7.6 or later Macintosh operating system.

Follow these steps below to install the PostScript® printer driver for Macintosh that is contained in the PostScript® option.

1. **Insert the CD labeled Printer Drivers and Utilities for Windows/Mac in the CD-ROM drive.**
2. **Double click the CD icon.**
3. **Double click a folder of appropriate language.**
4. **Double click the “installer” icon.**
5. **Follow the instructions on the screen.**

Uninstalling the PostScript® Printer Driver

This section provides basic procedures for uninstalling the printer driver. The actual procedure differs somewhat depending on your operating system.

Follow the right one of the procedures below.

Windows 95/98 - Uninstalling the PostScript® Printer Driver

Follow these steps to uninstall the printer driver:

1. **Click [Start] on the task bar.**
2. **Point to [Settings] and click [Printers].**
3. **Select the printer you want to delete.**
4. **From the [File] menu, click [Delete].**
   A confirmation dialog box appears.
5. **Click [Yes] to delete the printer driver.**

Windows 3.1x - Uninstalling the PostScript® Printer Driver

Follow these steps to uninstall the printer driver:

1. **Open the [Control Panel].**
2. **Double click the "Printer" icon.**
3. **Select the printer you want to delete and click [Remove].**
   A confirmation dialog box appears.
4. **Click [Yes] to delete the printer.**
5. **Click [Close] to finish removing the printer driver.**

Windows NT 4.0 - Uninstalling the PostScript® Printer Driver

Follow these steps to uninstall the printer driver:

1. **Click [Start] on the task bar.**
2. **Point to [Settings] and click [Printers].**
3. **Select the printer you want to delete.**
4. **From the [File] menu, click [Delete].**
   A confirmation dialog box appears.
5. **Click [Yes] to delete the printer driver.**

5. Installing the Font Manager

Installing the Font Manager

The Font Manager manages the screen fonts installed in your Windows 95/ 98/ 3.1x/ NT 4.0 system. Installing the Font Manager also installs the TrueType fonts that came with your PCL printer. This enables you to use all fonts that came with your PCL printer.

This section provides basic procedures for installing the Font Manager.

The actual procedure differs somewhat depending on your operating system.

Follow the right one of the procedure below.

Windows 95/98/NT 4.0 - Installing the Font Manager

Follow these steps to install the Font Manager on Windows 95/ 98/ NT 4.0 system:

1. **Close all the applications that are currently running.**
2. **Insert the CD labeled Printer Drivers and Utilities for Windows/ Mac in the CD-ROM drive.**

   If the setup menu starts automatically, follow the instructions on the screen. Otherwise, continue the step 3.
3. **Click [Start] on the task bar.**
4. **Click [Run].**
5. **In the "Run" window, click [Browse].**
6. **Select the CD-ROM Drive.**
7. **Open the folder called "Disk1".**
8. **Open the folder called "Fontman".**
9. **Open the folder called "Disk1".**
10. **Open the file titled "Setup.exe".**
11. **Click [OK].**
12. **Follow the instructions on the screen.**

Windows 3.1x - Installing the Font Manager

Follow these steps to install a Font Manager on Windows 3.1x system:

1. **Close all the applications that are currently running.**
2. **Insert the CD labeled Printer Drivers and Utilities for Windows/Mac in the CD-ROM drive.**
3. **From the Program Manager, click [Run] from the [File] menu.**
4. **In the "Run" window, click [Browse].**
5. **Select the CD-ROM Drive in the Drivers list.**
6. **Open the folder called "Fontman".**
7. **Open the folder called "Disk1".**
8. **Open the file titled "Setup.exe".**
9. **Click [OK].**
10. **Follow the instructions on the screen.**

Uninstalling the Font Manager

This section provides basic procedures for uninstalling the Font Manager. The actual procedure differs somewhat depending on your operating system.

Follow the right one of the procedures below.

Windows 95/98/NT 4.0 - Uninstalling the Font Manager

Follow these steps to uninstall the Font Manager:

1. **Click [Start] on the task bar.**
2. **Point to [Settings] and click [Control Panel].**
3. **Double click the file titled "Add/Remove Programs".**
4. **Click the [AGFA Font Manager] in the list box.**
5. **Click [Add/Remove].**
   A confirmation dialog box appears.
6. **Click [Yes].**
7. **Follow the instructions on the screen.**

Windows 3.1x - Uninstalling the Font Manager

Follow these steps to uninstall the Font Manager:

1. **Open the "AGFA Font Manager" window in the Program Manager.**
2. **Double click "unInstallShield".**
3. **Follow the instructions on the screen.**

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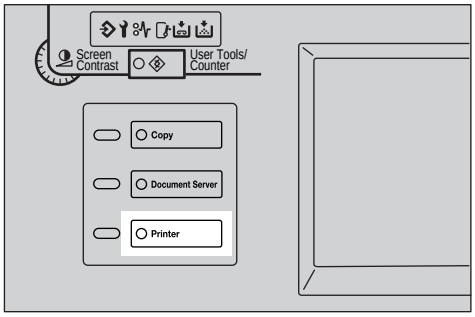
Changing a Mode

You can use this machine not only as a copier, but optionally as a printer or a document server as well. Press the 【Printer】 key to use the printer function.



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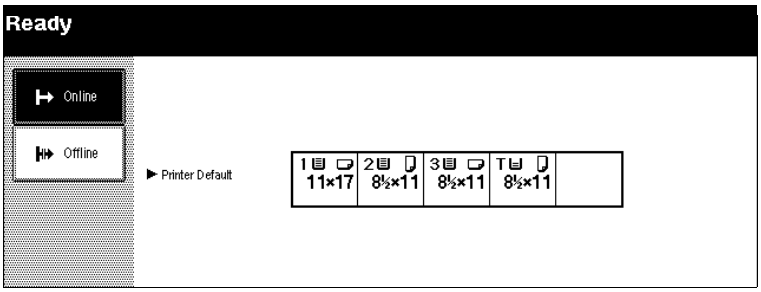

Limitation

❒ You cannot switch modes in any of the following cases:

- When accessing the User Tools.
- During interrupt copying.

Starting a Print Job

This section provides basic procedures for starting a print job from a Windows application. The actual procedure differs somewhat depending on the application used. For full details on printing, see the documentation and on-line help that comes with your application.

Windows 95/98 - Starting a Print Job

Follow these steps to print a document. They are shown using WordPad as an example.

1. **From the [File] menu, click [Page Setup].**

2. **Specify the size, source, orientation and margins of the paper, and click [OK].**

   Note

   ❒ Use "Size" to select the paper size that matches the paper loaded in the printer's paper tray.

   ❒ Use "Source" to select **[Auto Tray Select]**.

3. **Input the text you want to print.**

4. **From the [File] menu, click [Print].**

   The "Print" dialog box appears.

5. **Make sure that the name of your machine is selected under "Name", and then click [OK] to start printing.**

   Note

   ❒ If another printer is shown under "Name", use the drop down menu to select the name of your machine.

   ❒ Clicking the "Print" dialog box's **[Properties]** displays a screen for changing the settings of the printer driver.

Windows 3.1x - Starting a Print Job

Follow these steps to print a document. They are shown using Write as an example.

1. **Use Write to create a document to print.**

2. **From the [File] menu, click [Print Setup].**

3. **Make sure that the name of your machine is selected for the "Default Printer", and specify the paper size and source that you want to use.**

   Note

   ❒ Use "Size" to select the paper size that matches the paper loaded in the printer's paper tray.

   ❒ Use "Source" to select **[Auto Tray Select]**.

4. **Click [OK].**

   The above step closes the "Print Setup" dialog box.

5. **From the [File] menu, click [Print].**

   The "Print" dialog box appears.

   Note

   ❒ Click the "Print" dialog box's **[Setup]** button to open the printer driver screen to change the printer setup, and specify the number and the range of pages to be printed.

6. **Make sure that the name of your machine is selected under [Printer Name], and then click [OK] to start printing.**

   Note

   ❒ If another printer is selected, click **[Setup]** and select the name of your machine.

Windows NT 4.0 - Starting a Print Job

Follow these steps to print a document. They are shown using WordPad as an example.

1. **From the [File] menu, click [Page Setup].**

   The "Page Setup" dialog box appears.

2. **Specify the size, source, orientation and margins of the paper, and click [OK].**

   Note

   ❒ Use "Size" to select the paper size that matches the paper loaded in the printer's paper tray.

   ❒ Use "Source" to select **[Auto Tray Select]**.

3. **Input the text you want to print.**

4. **From the [File] menu, click [Print].**

   The "Print" dialog box appears.

5. **Make sure that the name of your machine is selected under "Name", and then click [OK] to start printing.**

   Note

   ❒ If another printer is shown under **[Name]**, use the drop down menu to select the name of your machine.

   ❒ Clicking the "Print" dialog box's **[Properties]** button displays a screen for changing the settings of the printer driver.

Canceling a Print Job

Windows 95/98/3.1x/NT 4.0 - Canceling a Print Job

Follow these steps to cancel a print job.

1. **Press the 【Printer】 key on the machine's operational panel.**
2. **Touch the [Offline] key on the panel display.**
3. **Touch the [Job Reset] key on the panel display.**
   This clears data of the print job.
4. **Touch the [Online] key to change into Online mode.**

Note

❒ We recommend you to clear the data of print job from your host computer before canceling by the **[Job Reset]** key.

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Error & Status Messages on the Operation Panel

Messages	Description	Comments
Ready	The printer is Online and ready to make a print.	If you want to change into Offline mode, touch the **[Offline]** key.
Offline	The printer is Offline.	If you want to change into Online, touch the **[Online]**.
Please wait	The printer is warming up or processing internally.	Wait for the machine to get ready.
Network Board Firmware downloading….	The New network board firmware is being downloaded.	Wait until it is downloaded.
Empty Hole Punch receptacle.	The Punch Trash got full during the current punching job.	Punching cannot be made though the print job continues. Dump the punch trash. This message remains until the next print job begins.
Memory Error. Only 1 set can be output.	An Engine HDD error occurred during the current collate operation.	The print job can be completed with only one output copy of the document. This message remains until the next print job begins.
Add Staples.	The staples are running out during the current stapling job.	The stapling is being continued, even if this message appears. This message remains until the next print job which does not require stapling begins.
Network Board initializing…	The NIB 450-E firmware is being initialized.	Wait until it is initialized.
Going Offline.	The machine is shifting from Online to Offline.	Wait until it shifts to Offline.
The Job has been reset.	The current job has been reset.	

Messages	Description	Comments
Functional Problems SC2000	A controller diagnostic error or a controller exception error occurred while the power is on.	Turn the main switch off, and then back on. If the error appears again, please call service.
Functional Problems SC2001	The printer controller has some problems on the hardware.	Even if this error occurs, other functions (Copy and Document Server) are still available.
Functional Problems SC2002	Software error.	Turn the main switch off, and then back on. If the error appears again, please call service.
Printer HDD Error. Printer HDD cannot be used.	A controller disk error is detected while the power is on.	Touch the **[Continue]** key after confirming the error, and the printer will start without the controller disk capability.
Printer HDD Error. Press **[Reset]** to cancel current job.	A controller disk error is detected while a macro or font is being downloaded from the host to the printer controller.	Touch the **[Reset]** key to cancel the current job. If this error often occurs , change the disk.
Parallel Communication Error.	A parallel communication error occurred during the print job via the parallel port.	Touch the **[Reset]** key to cancel the print job, and check the parallel communication settings again.
Network failure.	Network communication is not available. An installed network card fails to correctly establish communication with the network.	Touch the **[Continue]** key and check the network settings, and the printer will start without the network capability. Even if a network card is installed, no error will occur when it isn't plugged into a network connection.

Messages	Description	Comments
Print overrun.	A print overrun occurred on a file being printed. Only part of the data on the page will be printed, and the print job is suspended.	To ignore this error, touch the **[Continue]** key, and the print job will be resumed. To cancel the print job, touch the **[Reset]** key. After a few seconds without any key touch, the print job will be canceled automatically. To print the image correctly, add memory to the machine, or reduce the resolution of the image and re-send the print job.
Memory overflow.	Memory overflow occurred during the print job. After part of the data on the page is printed, the print job is suspended. This is because the emulation language sent a file too complex for the printer to interpret with the available memory, or there isn't enough memory space to download the fonts.	To cancel the print job, touch the **[Reset]** key. After a few seconds without any key touch, the print job will be canceled automatically. To print the image correctly, add memory to the machine. This message remains until the next print job.
Printer HDD is full.	A controller disk becomes full while downloading a macro or font from the host to the printer controller.	To cancel the operation, touch the **[Reset]** key. After a few seconds without any key touch, the operation will be canceled automatically. To execute the operation correctly, clear room on the disk partition priority.
Output tray is full.	The specified output tray of the print job is full, and the print job is suspended.	Remove the output from the output tray, and the print job will be resumed automatically.

Messages	Description	Comments
*** is not available. *** ; Tray1 / Tray2 / Tray3 / LCT / Duplex Unit	Something is wrong with the specified input tray. The print job is suspended.	Touch the **[Reset]** key to cancel the current job. After a few seconds without any key touch, the print job will be canceled automatically.
*** is not set correctly. *** ; Tray1 / Tray2 / Tray3 / LCT / Duplex Unit	The specified input tray is not set correctly.	Close the specified input tray, and the print job will be resumed automatically.
Add paper Add ### paper in ***, or press **[Reset]** to cancel current job. ### ; Paper Size ▭ ▯ *** ; Tray1 / Tray2 / Tray3 / LCT	There is no paper in the specified input tray, although the paper size specified from the host and that from the panel display are the same. The print job is suspended.	Put the specified paper in the specified input tray, and the print job will be resumed automatically. Touch the **[Reset]** key to cancel the current job. After a few seconds without any key press, the print job will be canceled automatically.
Add paper Add ### paper in ***, or press **[Reset]** to cancel current job. ### ; Paper Size ▭ ▯ *** ; Tray1 / Bypass	The paper size specified from the host is not set in any trays, when the tray selection is set to Auto.	Put the specified paper in any of the input trays, and the print job will be resumed automatically. To continue the print job using the incorrect paper, touch the **[Continue]** key. To cancel the print job, touch the **[Reset]** key. After a few seconds without any key touch, the print job will be canceled automatically.

Messages	Description	Comments
Add paper Add ### paper in ***, or press **[Reset]** to cancel current job. ### ; Paper Size ▭ ▯ *** ; Tray1 / Tray2 / Tray3 / LCT	The paper size specified from the host and that from the panel display are different from the input tray for the current print job. The print job is suspended.	Put the specified paper in the specified tray and change the paper settings of the User Tools correctly, so the print job will be automatically resumed. To continue the print job using the incorrect paper, touch the **[Continue]** key. To cancel the print job, touch the **[Reset]** key. After a few seconds without any key touch, the print job will be canceled automatically.
Add paper Add ### paper to Bypass Tray, or press **[Reset]** to cancel current job. ### ; Paper Size ▭ ▯	No paper is detected in the Bypass Tray.	Set the specified paper in the Bypass Tray, and the print job will be resumed automatically. To cancel the print job, touch the **[Reset]** key. After a few seconds without any key touch, the print job will be canceled automatically.
Paper misfeed has interrupted Printing.	A paper misfeed occurred, and you removed all the misfed paper. The print job is interrupted.	To cancel the print job, touch the **[Reset]** key. To make the Jam recovery operation, touch the **[Continue]** key.
Paper is left in Staple Tray.	Paper will remain in the staple tray, when the stapling job is canceled or a new stapling job is started.	Remove the paper from the staple tray, and the print job will resume automatically.
Paper is left in Duplex Tray.	Paper will remain in the duplex tray, when a new duplex print job is started.	Remove the paper from the duplex tray, and the print job will resume automatically.
Please open the bypass tray.	The bypass tray is closed, when the tray selection is set to the bypass tray.	Open the bypass tray and set the paper, then the print job will resume automatically. Touch the **[Exit]** key to cancel the print job.

Messages	Description	Comments
An unformatted disk was detected. Are you sure want to format the disk?	When the power was turned on, an unformatted hard disk was detected by the controller.	To format the hard disk, touch the **[Yes]** key. To cancel formatting and turn the machine into the on-line mode, touch the **[No]** key. **Note** ❒ Usually this message appears only when the optional hard disk is installed. However, it also appears when a hard disk error occurs. In this case, turn the main switch off and then back on. If the message appears again, the hard disk needs formatting. When you format the hard disk, the font installed in the hard disk will be deleted.
Formatting the disk...	The hard disk is being formatted.	Wait until the confirmation message appears.
The disk was formatted successful. Turn machine off then on again to restart.	The hard disk has been formatted successfully.	Turn the main switch off, and then back on. The hard disk is ready to use.
This disk could not be formatted.	The hard disk has not been formatted successfully.	Turn the main switch off and back on, and then, try formatting again. If this message appears again, change the hard disk.

Machine Does not Print

Possible Cause	Solutions
Is the power on?	Turn on the machine.
Is the interface cable properly connected?	Connect the interface cable properly. If there are any connectors or screws, make sure they are fastened securely.
Are you using the correct interface cable?	Be sure to use the correct one. If the cable is damaged or worn, replace it with a new one.
Did you connect the interface cable after turning on the main switch?	Make sure to connect the interface cable before turning on the main switch.
Is your machine Online?	Bring it Online by touching the **[Online]** key.
Is the specified paper set?	Set the specified paper in any of the input trays.
Are there any error messages on the panel display?	Check the error message, and do the required action.
Does the indicator above the Printer key stay red?	Check the error message, and do the required action.
Is the Data-in Indicator blinking or lit?	If it is not, the data doesn't reach the machine. Check the printer cable connection. Also make sure that the printer port settings are correct.
Can you print a configuration page?	If you can't, check the printer cable connection. Also make sure that the printer port settings are correct.
Can you make a test print?	If you can't, your machine might be out of order. Consult your local service personnel.

Other Printing Problems

Problem	Action
Image is printed on the reverse side of the paper.	Set the paper upside down.
Multiple pages are fed through the printer at once.	Remove all the paper from the tray and fan them gently.
Paper misfeeds occur frequently.	Check the paper size settings. Use the recommended paper. Avoid using curled, folded, or wrinkled paper, perforated paper, or glossy paper.
Operation panel error message stays on after removing the misfed paper.	Paper misfeed message will remain until the front cover is opened and then closed. Open the front cover and close it.
It takes a long time for the printer to start printing.	The machine might be in Energy Saver mode or Low Power mode, which requires more time for warming up and resuming the print job. If you can't wait, change the settings of Low Pwr. Shift Time and Low Power Timer.
It takes too much time to complete the print job.	The data is so large or complex that it takes time to process it. If the Data In indicator is blinking, the data processing is being done. Just wait until it is finished.
Windows 95/98, NT 4.0 : The computer doesn't recognize the installed printer options.	If the printer is not bi-directional, specify which options you have installed using the printer driver. Refer to the HELP file of the printer driver.
Windows 3.1 : The printer can't send the print job.	The memory buffer might be full. Set the Print Manager to “OFF”, or make the time-out setting longer.

Specifications

This section contains the electrical and hardware specifications for your printer, including the information on the options.

	Component	Specification
Basic printer	Resolution	600 dpi ; PCL5e, PCL6 (5e+XL), PostScript® 400 dpi ; PostScript® 300 dpi ; PCL5e
	Standard Centronics-compatible	**Interface :** A standard 36-pin printer cable and a parallel port on the host computer. **Note** ❒ Do not use a parallel cable that is longer than 10 feet (3 meters).
		Centronics : Bi-directional parallel port (IEEE 1284 compliant)
	Page description language	PCL5e , PCL6 (5e+XL) , PostScript® Level 3
	Fonts	PCL 45 Font sets , PS 136 Font sets
	Hard Disk	**Storage capacity :** 1.6GB
	Memory	**Standard :** 8 MB **Optional DRAM SIMM module :** Up to 72 MB

	Component	Specification
Options	Mailbox	**Weight :** 37 kg , 82 lb
		Dimension (W×D×H): 600 × 545 × 980 mm 2.75" × 3.9" × 0.3"
		Number of trays : 9 bins , 1 Proof Tray
		Paper weight : Bin : 60 to 90 g/m^2 , 16 to 24 lb Proof: 52 to 157 g/m^2 , 14 to 42 lb
		Paper capacity : Bin: 100 sheets per tray (A4 ▯, 8$^1/_2$"×11" ▯, 80 g/m^2) / 70 sheets per tray (Others) Proof: 500 sheets per tray (A4 ▯, 8$^1/_2$"×11" ▯, 80 g/m^2) / 300 sheets per tray (Others)
		Power consumption : 48 W
	Network	**Topology :** Ethernet , 10BaseT/100BaseTX
		Protocol : IPX/SPX, TCP/IP, AppleTalk

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PRINTER Option Type 650

OPERATING INSTRUCTIONS

DOCUMENT SERVER™ REFERENCE (option)

Read this manual carefully before you use this product and keep it handy for future reference.
For safety, please follow the instructions in this manual.

PRINTER Option Type 650 OPERATING INSTRUCTIONS

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Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual.

Please read the Safety Information in the “Copy Reference” before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Important

Parts of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Trademarks

Microsoft®, Windows®, and MS-DOS® are registered trademarks of Microsoft Corporation in the United States and/or other countries.

PostScript® is a registered trademark of Adobe System Incorporated.

PCL® is a registered trademark of Hewlett-Packard Company.

Document Server™ is a trademark of Ricoh Company, LTD.

Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights in those marks.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Notes:

Some illustrations might be slightly different from your machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

We shall not be responsible for any loss of the saved documents that result from mistakes, electrostatic or electric noises, or damages of the machine. We recommend to save important data in your computer or to print them out in case they should be lost accidentally.

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How to Read this Manual

Symbols

In this manual, the following symbols are used:

⚠ ***WARNING:***
This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

⚠ ***CAUTION:***
This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

* The statements above are notes for your safety.

Important
If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation
This symbol indicates the prior knowledge or preparations required before operating.

Note
This symbol indicates precautions for operation, or actions to take after misoperation.

Limitation
This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference
This symbol indicates a reference.

[ ]
Keys that appear on the machine's panel display.

Keys and buttons that appear on the computer's display.

【 】
Keys built into the machine's operation panel.

Keys on the computer's keyboard.

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Manuals for this Machine

There are four manuals that describe the operational procedures separately for the operation and maintenance of the machine.

This manual, the Document Server Reference, contains detailed instructions for using this machine as a Document Server.

To ensure safe and efficient operation of the machine, all users should read and follow the instructions contained in the following manuals.

❖ **System Settings**
Describes the procedures and functions for adjusting the settings and defaults of this machine for copier.

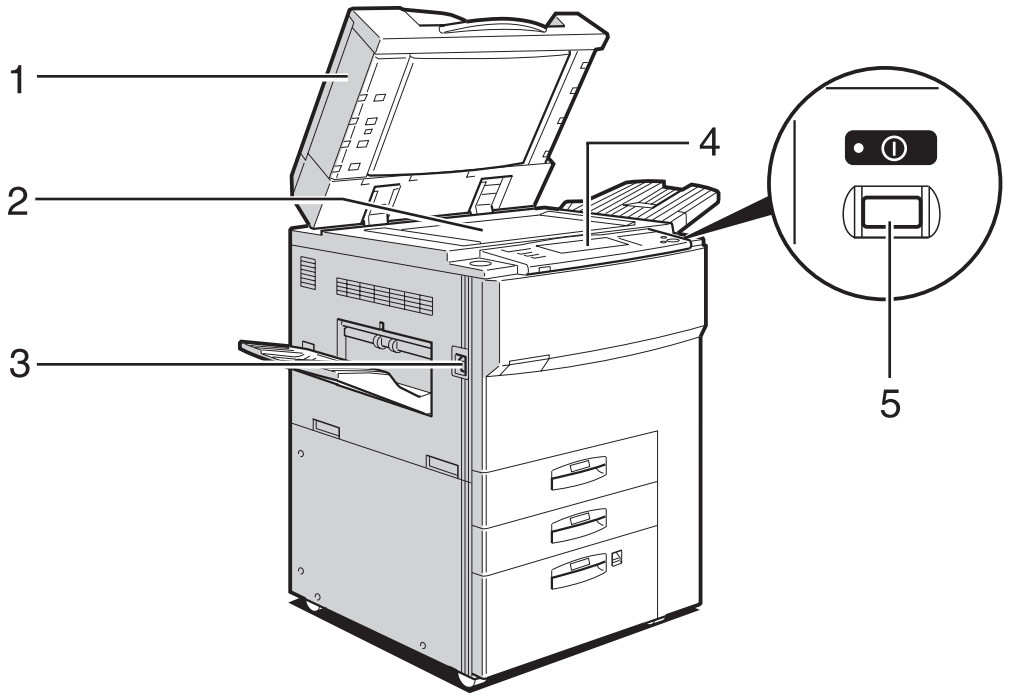
❖ **Copy Reference**
Describes the procedures and functions for using this machine as a copier.

❖ **Printer Reference**
Describes the system settings, procedures and functions for using this machine as a printer.

❖ **Document Server Reference (This Manual)**
Describes the procedures and functions for using this machine as a Document Server.

Guide to Components

Mainframe



TSPS051E

1. Auto Document Feeder (ADF)

The document feeder automatically feeds a stack of originals one by one.

2. Exposure Glass

Position originals here face down for scanning.

3. Main Power switch

Note

❒ If the machine does not operate after turning on the Operation Switch, check if the main power switch is turned on. If it is off, turn it on.

4. Operational Panel

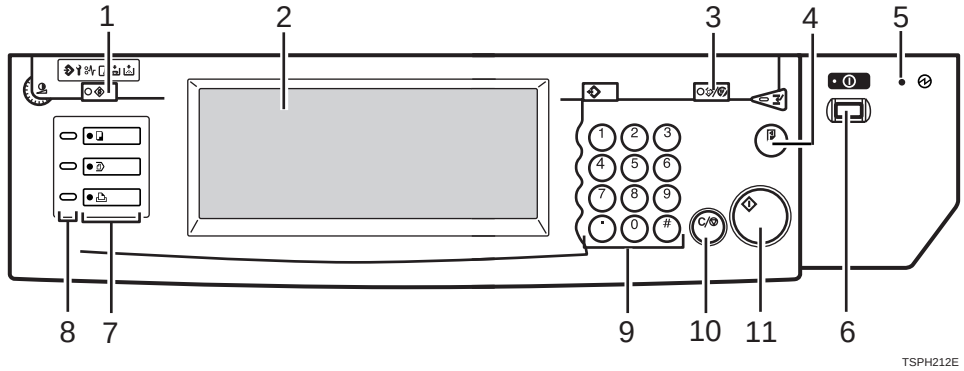
Use to check the status of the machine, and to enter the desired jobs or settings.

5. Operation Switch

Press this switch to turn the power on (the On indicator lights up).

To turn the power off, press this switch again (the On indicator goes off).

Operational Panel



1. 【User Tools/Counter】 key

❖ **User tools**
Press to change the default settings and conditions to meet your requirements.

❖ **Counter**
Press to check or print the total number of prints and copies made.

2. Panel Display

Shows operation status, error messages, and function menus. ⇒ P.4 *"Panel Display"*

3. 【Clear Modes/Energy Saver】 key

❖ **Clear Modes**
Press to clear the previously entered job settings.

❖ **Energy Saver**
Press this key for more than about 1 seconds to switch the machine to Energy Saver mode.

4. 【Sample Copy】 key

Use this key to print a single sample set before starting a long print run using Sort function. ⇒ P.31 *"Sample Printing"*

5. Main Power indicator

Lights up when the main power switch is turned on, and goes off when the switch is turned off.

6. Operation Switch

Press this switch to turn the power on (the On indicator lights up).

To turn the power off, press this switch again (the On indicator goes off).

7. Function keys

Press to change functions (Copy, Printer, Document Server) shown on the panel display. To use the Document Server function, press the 【Document Server】 key.

8. Function Status indicators

These indicators show the status of each function.

❖ **Green**
Indicates the function is working.

❖ **Red**
Indicates the function is interrupted because of errors.
Press the Function key to switch the panel display and check the error message.

9. Number Keys

Use to enter a numeric value such as the desired number of prints and zooming ratio.

10. 【Clear/Stop】 key

Press to cancel the number which are being entered, or to stop scanning or printing.

11. 【Start】 key

Press to start scanning or printing a document.

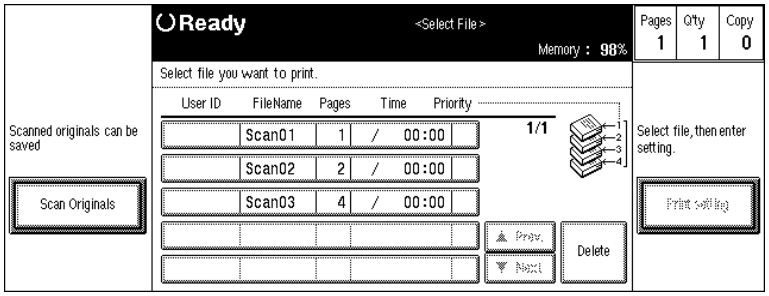
Panel Display

The panel display shows operational status, error messages, and function menus.

Important

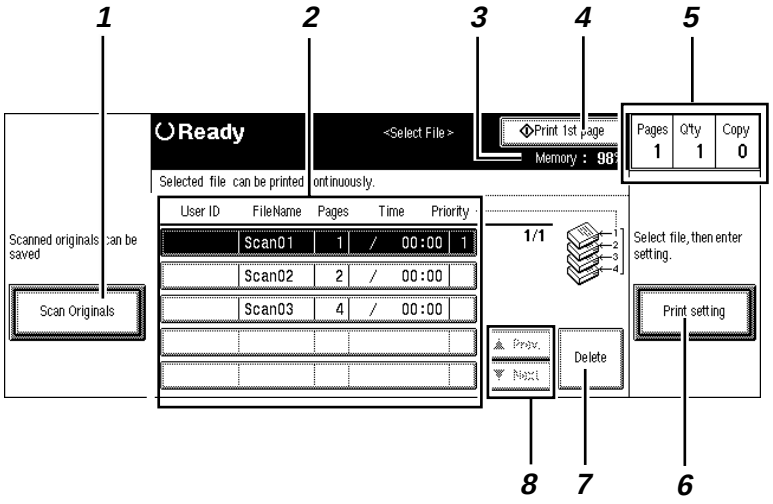
❒ Do not apply a strong shock or force of about 30 N (about 3 kgf) or more to the panel display. Otherwise, the display might be damaged.

❖ Document Server initial display



Touch the 【**Document Server**】 key, and the Document Server initial display appears.

❖ The "Select File" menu



1. [Scan Originals] key

Touch to go to the "Saving" menu.

2. Document List

Shows the saved documents with the information of User ID, File Name, how many pages it has, and when it was saved.

Touch the desired line to select the document. When any document is selected, the selected line is highlighted and the print priority is also shown.

Note

❒ Touch the **[▼Next]** key to go to the next screen.

❒ Touch the **[▲Prev.]** key to return to the previous screen.

3. Memory

Shows the remaining capacity of memory as a percentage.

4. [Print 1st Page] key

Touch to print the 1st page of the selected document.

Note

❒ This key appears only when any document is selected.

5. Job information

- Page
  Shows the number of the total pages of the selected documents.
- Q'ty
  Shows the specified number of print sets.
- Copy
  Shows which set is being printed.

6. [Print Setting] key

Touch to go to the Set Job menu.

Note

❒ This key appears only when any document is selected.

7. [Delete] key

Touch to delete the selected document.

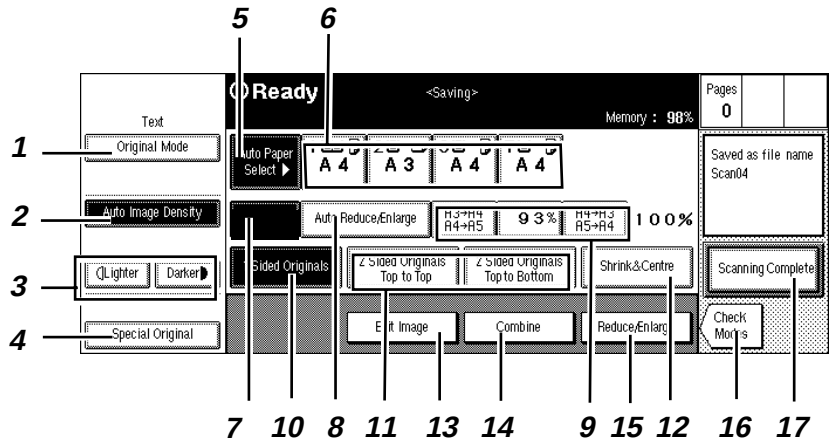
Note

❒ This key appears only when any document is selected.

8. [▼Next], [▲Prev.] keys

Touch to go to the next or the previous screen.

❖ The "Saving" menu



For more information on settings, refer to Copy Reference.

1. [Original Mode] key

Touch to select the mode to match the image type of your originals.

2. [Auto Image Density] key

Touch to have the machine to adjust the image density to match your originals.

3. Manual Image Density keys

Touch to adjust the image density manually.

You can combine Auto and Manual Image density by touching one of these keys when the Auto Image Density key is highlighted.

4. [Special Original] key

Touch to have the machine recognize how to feed your originals from the document feeder (ADF) when your originals are special, such as mixed sizes or thin paper.

5. [Auto Paper Select] key

Touch to have the machine select a suitable size of paper automatically based on the original size and the scanning ratio.

6. Manual Paper Select keys

Touch to select the desired paper size.

7. [Full Size] key

Touch to scan the full size image.

8. [Auto Reduce/Enlarge] key

Touch to have the machine choose the scanning ratio based on the paper and original sizes you select.

9. Preset Reduce/Enlarge keys

Touch to select a preset ratio.

10. [1 Sided Originals] key

Touch this key when scanning 1 sided originals.

Note

❒ Set your originals in the correct direction. Otherwise, you might not make duplex printing correctly.

❒ Refer to "Duplex – Making Two-Sided Copies" in the Copy Reference.

11. 2 Sided Originals keys

Touch one of these keys when scanning the 2 sided originals according to the orientation of the images.

- Top to Top
  The pages of this orientation can be folded or bound along the vertical axis.
- Top to Bottom
  The pages of this orientation can be folded or bound along the horizontal axis.

Note

❒ Set your originals in the correct direction. Otherwise, you might not make duplex printing correctly.

❒ Refer to "Duplex – Making Two-Sided Copies" in the Copy Reference.

12. [Shrink&Center(Shrink&Centre)] key

Touch to reduce the image to 93 % of its original size with the center as reference.

13. [Edit Image] key

Touch to edit the scanned images using the following functions:

- Erase Centre
  Touch to erase the center margin of the original image.
- Erase Border
  Touch to erase the surrounding area of the original image.
- Centring
  Touch to move the image to the center.

Note

❒ When you print the document whose image was moved to the center using Centring function, you should use the same paper size as specified in the Saving menu. If the paper size specified in printing is different from that specified in saving, the image cannot be moved to the center correctly.

14. [Combine] key

Touch to combine multiple scanned documents to be saved into one file.

15. [Reduce/Enlarge] key

Touch to reduce or enlarge the image to be saved into the Document Server.

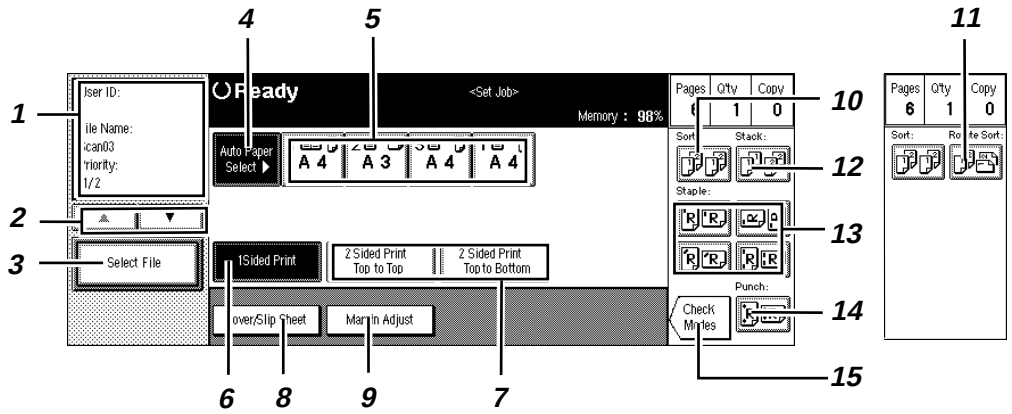
16. [Check Modes] key

Touch to check the current settings.

17. [Scanning Complete] key

Touch to go to the "Select File" menu.

❖ **The "Set Job" menu**



For more information on settings, refer to Copy Reference.

1. File information

Shows User ID, File Name, and the priority of the selected document(s).

Note

❒ Use the **[▼Next]**, **[▲Prev.]** keys to see the next or previous file information.

2. [▼Next], [▲Prev.] keys

Use to see the next or previous file information.

Note

❒ The file information is shown in the order of print priority.

3. [Select File] key

Touch to go to the "Select File" menu.

4. [Auto Paper Select] key

Touch to have the machine select a suitable size of paper automatically based on the original size and the print ratio.

5. Manual Paper Select keys

Touch to select the desired paper size.

6. [1Sided Print] key

Touch to print on one side of paper.

7. 2Sided Print keys

Touch to print on both sides of paper.

- Top to Top
  Should be used if the pages are to be folded or bound along the vertical axis.
- Top to Bottom
  Should be used if the pages are to be folded or bound along the horizontal axis.

Note

❒ If you cannot make duplex printing correctly, your originals might not have been set in the correct direction when scanning.

❒ Refer to "Duplex – Making Two-Sided Copies" in the Copy Reference.

8. [Cover/Slip Sheet] key

Touch to make setting for adding covers or slip sheets.

9. [Margin Adjust] key

Touch to adjust margins in printing the selected documents.

Note

❒ Margin Adjust function is automatically selected when you make Duplex printing.

10. Sort

Touch to make the print output delivered as sets in sequential order.

11. Rotate Sort

Touch to have every other print set rotated by 90° and delivered to the tray.

Note

❒ This key appears only when the optical Finisher is not installed.

❒ Refer to “Sort – Sorting Into Sets” in the Copy Reference.

12. Stack

Touch to have prints assembled with each page set.

Note

❒ This key appears only when the optional Finisher is installed.

❒ Refer to “Stack – Stacking Together All Copies Of A Page” in the Copy Reference.

13. Staple

Touch one of the keys to have each print set stapled together at the position shown in the display.

Note

❒ This key appears only when the optional Finisher is installed.

❒ Refer to “Staple” in the Copy Reference.

14. Punch

Touch to have each print set punched.

Note

❒ This key appears only when the optional Punch kit is installed in the optional Finisher.

❒ Refer to “Punch” in the Copy Reference.

15. [Check Modes] key

Touch to check the current settings.

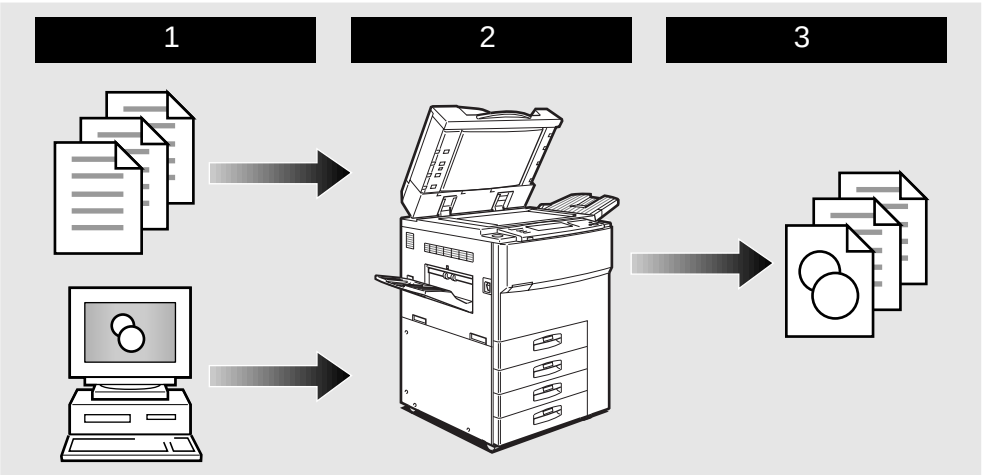
1. What You Can Do with the Document Server

Overview

The Document Server enables you to save your documents in the mainframe memory, then edit and print as you want.

There are two ways to save documents.

- Sending data from your computer
- Scanning originals from the document feeder (ADF), or the exposure glass of the machine



1 Prepare the documents you want to save.

2 Save the documents.

The documents are saved in the mainframe memory.

3 Print the documents.

You can print any of the saved documents with any desired settings at any time.

Useful Features

The following printing features are available with the Document Server.

❖ **Proof Printing**
You can print a sample set to check and correct the settings before making a large print run.

❖ **On Demand Printing**
You can print the saved documents as you want at any time.

❖ **Confidential Printing**
You can print a confidential document to the Document Server with a password to prevent others from printing it.

❖ **File Merge Printing**
You can combine multiple documents to print them in one set.

❖ **Scanned File Printing**
You can combine multiple scanned documents into one set of document.

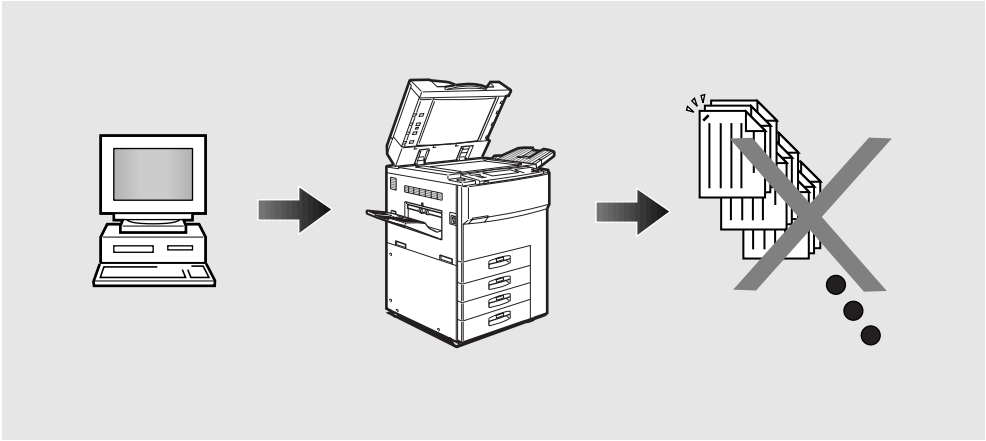
Features and Benefits

Proof Printing

You can print a sample set to check and correct the settings before making a large print run.

❖ Your Current Situation might be…

- When you need to print out multiple sets of documents from your computer, you will print one sample set to check and specify the number of prints for the rest of the print job.
- If the settings are not what you want, you have to revise them and print again and again until the settings become OK.
- When you need additional sets of the documents for a meeting, you have to print from your computer again.

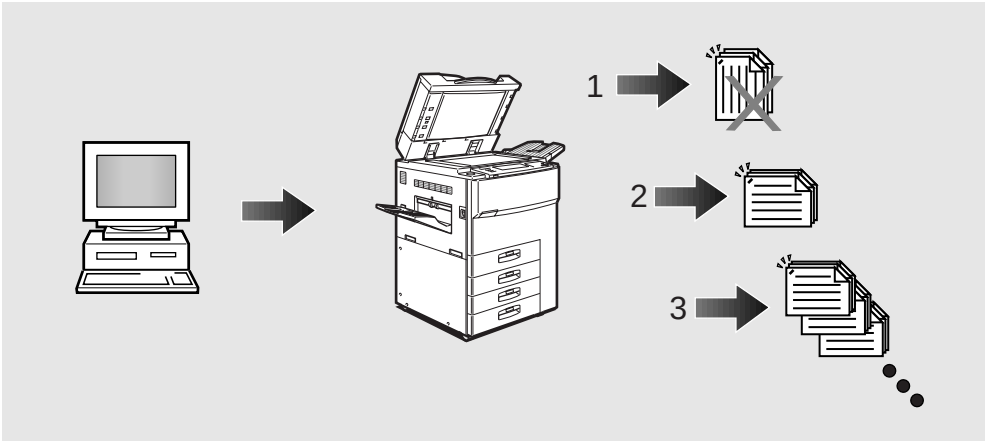


❖ With the Document Server...

If your document from your computer is saved in the machine, you can make use of the 【**Sample Copy**】 key. You have only to specify the desired number of prints once using the operation panel, and press the 【**Sample Copy**】 key. After checking the settings, just touch the **[Yes]** key to start the rest of the print job. You don't have to make the settings again.

The complex print jobs such as duplex, stapling, and punching can easily be specified using the operation panel just as a copier.

You can also easily change the number of prints for additional usage with the operation panel.



Note

❒ The 【**Sample Copy**】 key is effective only when you are using Sort function.

❒ Stapling requires the installation of the optional Finisher.

❒ Punching requires the installation of the optional Punch kit in the optional Finisher.

Basic Procedure

Follow these steps to make a proof printing.

1 Send the data of the desired document to the Document Server.

❶ Check the box for [Print to Document Server] in the Setup tab.

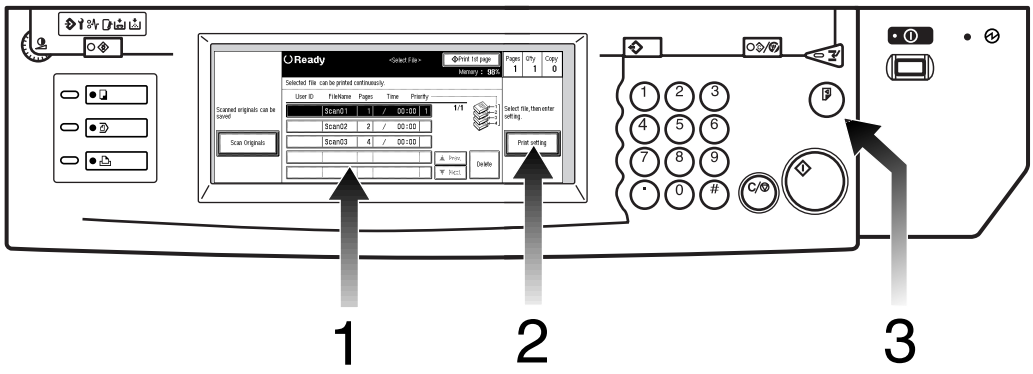
❷ Enter the User ID in the Document Server tab.

Note

❒ The procedure using the PS driver may be somewhat different.

❒ For more information, refer to *"Sending Data to the Document Server"* (⇒ P.23.

2 Print the document using the operation panel of your machine.



❶ Press the【Document Server】key if you needed, and select the documents you want to print.

❷ Make the desired settings as you want.

❸ Press the【Sample Copy】key.

Note

❒ The【Sample Copy】key is effective only when you are using Sort function.

❒ For more information, refer to *"Sample Printing"* (⇒ P.31.

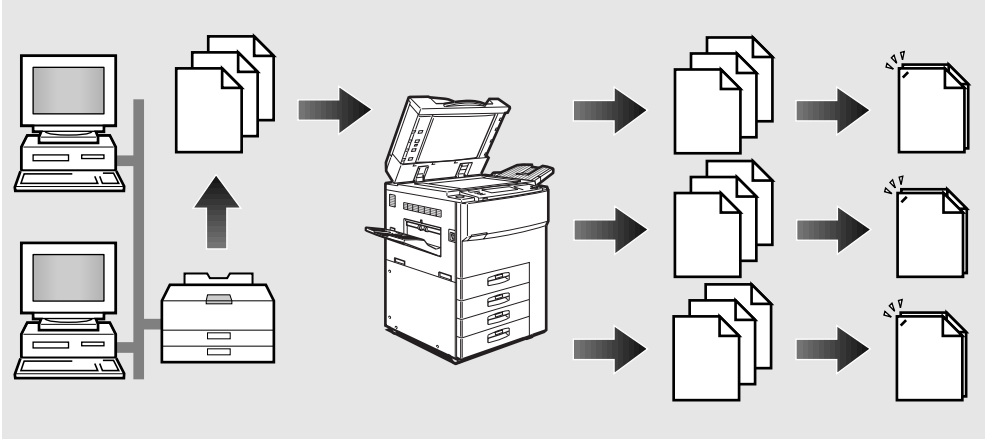
On Demand Printing

You can print any of the saved documents as you want at any time.

1

❖ Your Current Situation might be…

- When you need to print multiple sets of documents in duplex and with staple, you will print originals, then make duplex copy and staple them by hands.
- Wasting your time to find your documents among those of others, or waiting for the machine to finish the other person's job.

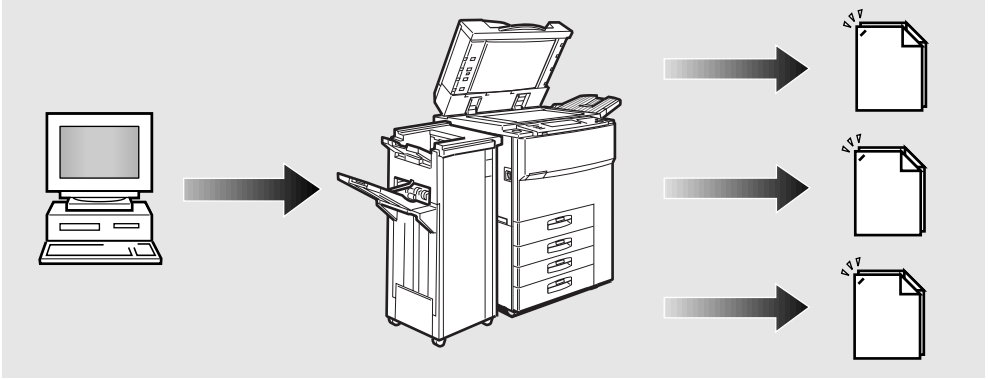


❖ With the Document Server

If you send your document from your computer and save it in the Document Server, you can print at any time with any necessary print settings such as duplex and stapling. Your documents will not be confused with those of others in the exit tray.

As it is printed directly from the mainframe memory, the print quality is higher than that of copies.

You don't have to wait long, since the data has already been processed in the memory. They will be printed at a high speed from the first set.



Note

❒ Stapling requires the installation of the optional Finisher.

❒ Punching requires the installation of the optional Punch kit in the optional Finisher.

Basic Procedure

Follow these steps for On Demand Printing.

1 Send the data of the desired document to the Document Server.

❶ Check the box for [Print to Document Server] in the Setup tab.

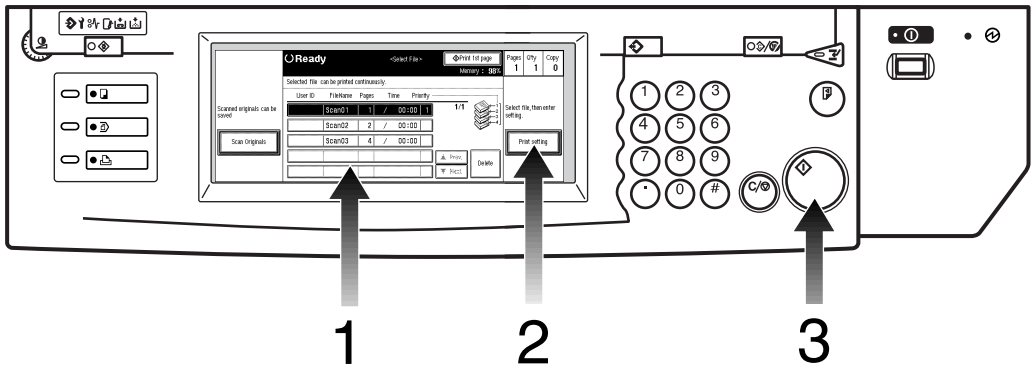
❷ Enter the User ID in the Document Server tab.

Note

❒ The procedure using the PS driver may be somewhat different.

❒ For more information, refer to *"Sending Data to the Document Server"* (⇒ P.23.

2 Print the document using the operation panel of your machine.



❶ Press the【Document Server】key if you needed, and select the documents you want to print.

❷ Make the desired settings.

❸ Press the【Start】key.

Note

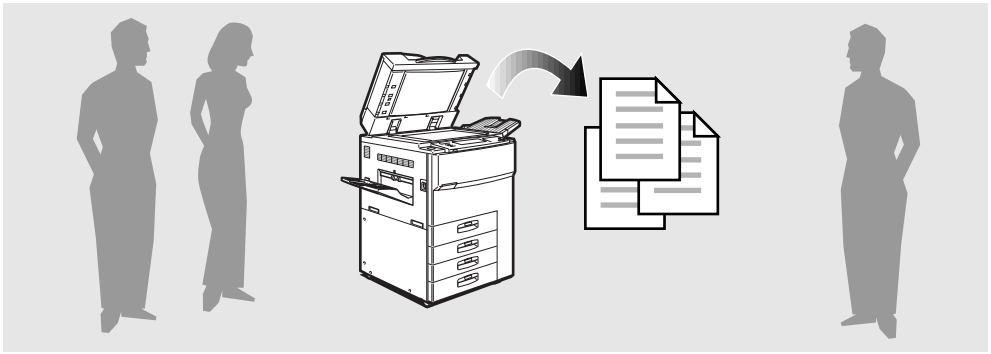
❒ For more information, refer to *"Printing Saved Documents"* (⇒ P.29.

Confidential Printing

You can print a confidential document to the Document Server with a password to prevent other from printing it.

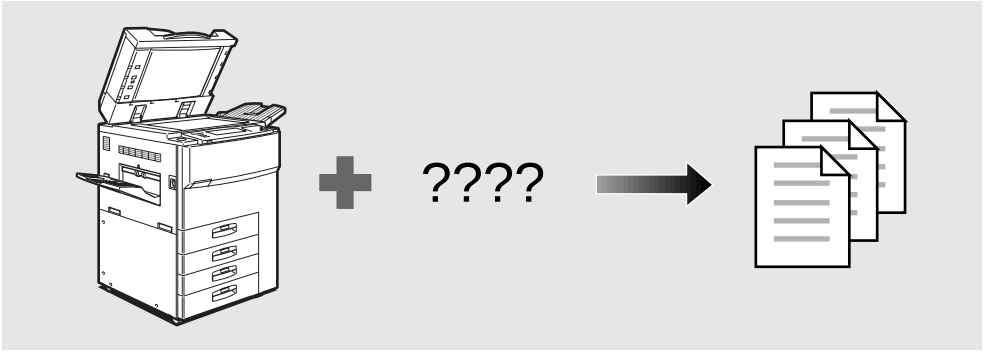
❖ Your Current Situation might be…

When your printer is on a network, you have to worry about the security of confidential documents, such as personal data.



❖ With the Document Server

When you send a confidential document to the Document Server, you can specify a password to prevent others from printing and reading it.
You can send confidential documents to other machines, if you fix a certain password only for concerning staff.



Basic Procedure

Follow these steps to make a Confidential Printing.

1 Send the data of the desired document to the Document Server.

❶ Check the box for [Print to Document Server] in the Setup tab.

❷ Enter your User ID in the Document Server tab

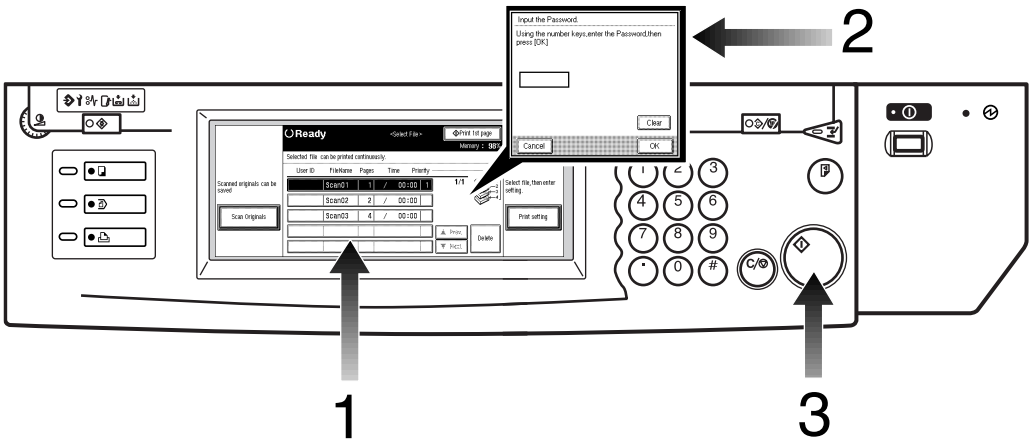
❸ Enter your password in the Document Server Tab.

Note

❒ The procedure using the PS driver may be somewhat different.

❒ For more information, refer to *"Sending Data to the Document Server"* (⇒ P.23.

2 Print the document using the operation panel of your machine.



❶ Press the 【Document Server】 key if you need and the select the documents you want to print.

❷ Enter the password using the Number Keys.

❸ Press the 【Start】 key.

Note

❒ For more information, refer to *"Printing Saved Documents"* (⇒ P.29.

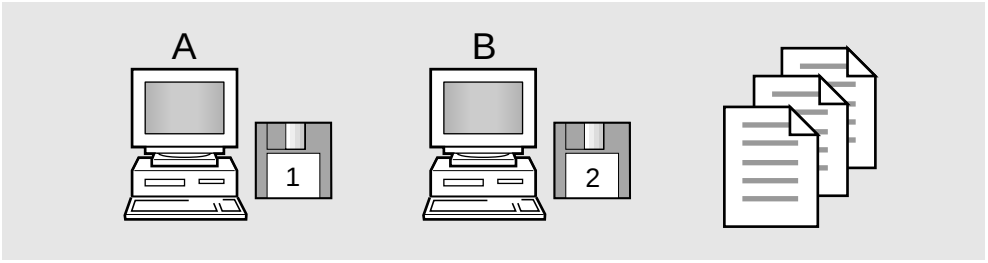
File Merge Printing

You can combine multiple documents to print them in one set.

1

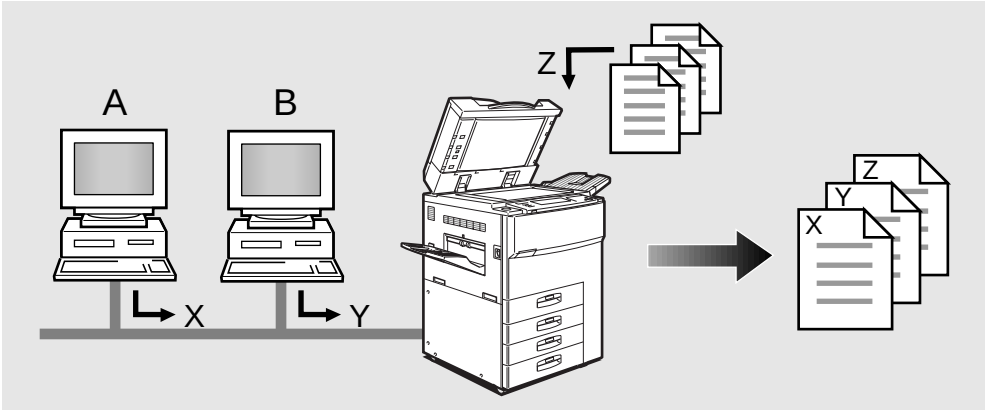
❖ Your Current Situation might be…

- You want to make one file by combining several files that are made using different applications, or that are made by several persons.
- You want to combine electronic data and paper documents to print as one set.



❖ With the Document Server

You can combine any of the documents saved in the Document Server. Electronic data created by different applications or persons and scanned documents can be combined.



Basic Procedure

Follow these steps to make a file merge printing.

1 Save the desired documents.

Printing the document to the Document Server

❶ **Check the box for [Print to Document Server] in the Setup tab.**

❷ **Enter your User ID in the Document Server tab.**

Note

❒ The procedure using the PS driver may be somewhat different.

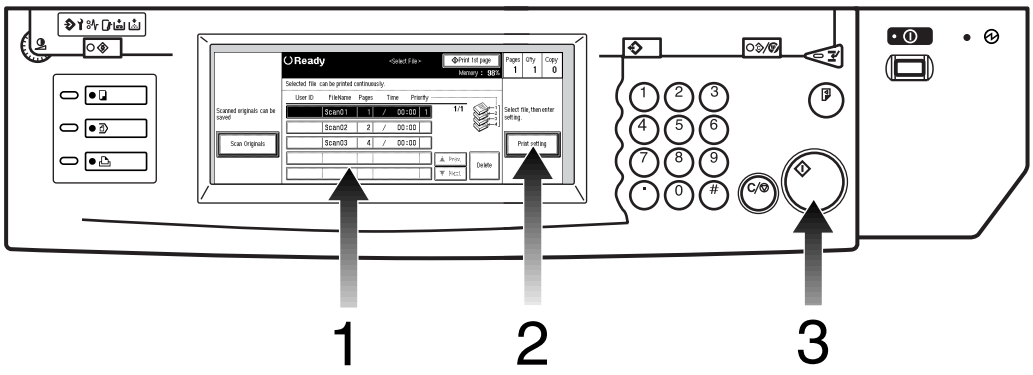
Scanning originals using the machine

❶ **Press the【Document Server】key if you needed.**

❷ **Place the originals either into the document feeder (ADF) or on the exposure glass.**

❸ **Press the【Start】key.**

2 Print the document using the operation panel of your machine.



❶ **Press the【Document Server】key if needed.**

❷ **Select the documents you want to print.**

❸ **Make the desired settings.**

❹ **Press the【Start】key.**

Note

❒ For more information, refer to *"Printing Saved Documents"* (⇒ P.29.

Scanned File Printing

You can combine multiple scanned documents to print them in one set.

1

❖ Your Current Situation might be…

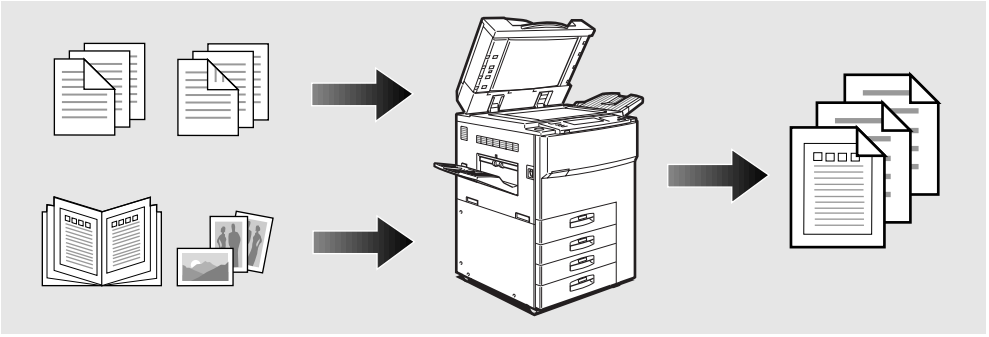
You want to combine several originals that are different in density, size, paper weight.

- Scrapped and pasted originals
- Photo originals
- One sided originals
- Two sided originals

❖ With the Document Server

You can save the originals individually by making the best settings for each original, and edit them as a file.

It doesn't matter whether the originals were scanned using the document feeder (ADF) or the exposure glass. As you can specify the print order for several files, you can combine them as you want, and print them as a file.



You can check the print result by printing a sample set before making a large print run by pressing the 【**Sample Copy**】 key.

If you aren't satisfied with the print result of some pages of the set, you have only to scan that part again.

Basic Procedure

Follow these steps to make a Scanned File Printing.

1 Save the desired documents.

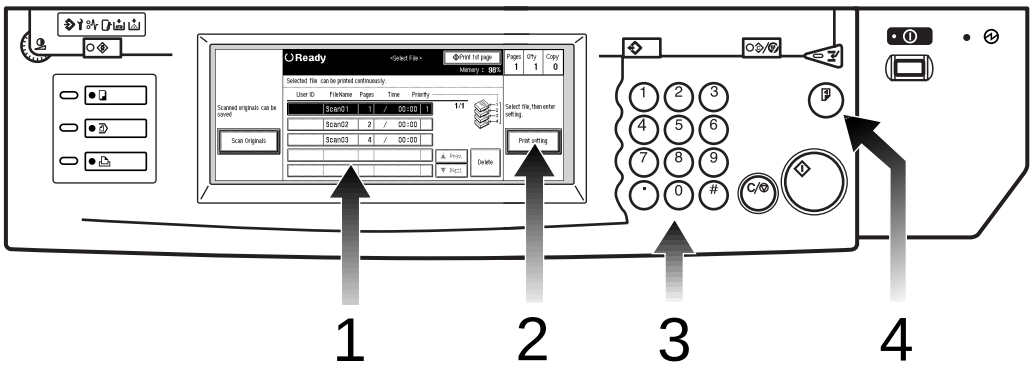
Scanning originals using the machine

❶ **Press the【Document Server】key if needed.**

❷ **Place originals either into the document feeder (ADF) or on the exposure glass.**

❸ **Press the【Start】key.**

2 Make the print settings and check the sample copy.



❶ **Select the documents in the order that you want to print them out.**

❷ **Make the desired settings.**

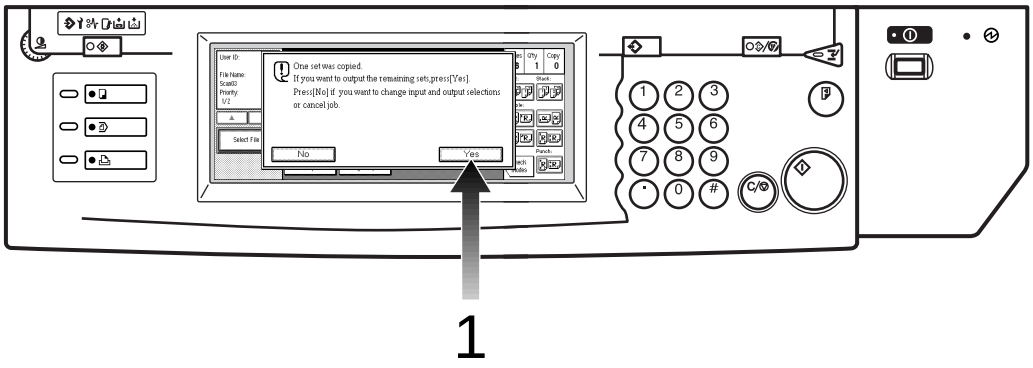
❸ **Enter the desired number of prints using the Number Keys.**

❹ **Press the【Sample Copy】key.**

Note

❒ The【Sample Copy】key is effective only when you are using Sort function.

3 Start the rest of the print operation.


One set was copied.
If you want to output the remaining sets,press[Yes].
Press[No] if you want to change input and output selections or cancel job.
No
Yes
1

❶ **Check the print result of the sample set, and if it is OK, touch the [Yes] key in the confirmation dialog.**

The rest of the print job will be made. You don't have to select nor make the settings again.

2. Sending Data to the Document Server

Overview

You can send the data from your computer to the Document Server using the printer driver.

The actual procedure somewhat differs depending on your operating system and your printer driver.

This section describes the basic procedures to send data to the Document Server.

❖ Operation Environment

Printer Driver	Operating System
PCL	Windows 95/98 Windows 3.1x Windows NT 4.0
PostScript®	Windows 95/98

Important

❒ While the data is being sent to the Document Server, you might not cancel the job correctly. If not, you should delete the transmitted data using the operation panel of the machine. ⇒ P.33 *"Deleting Saved Documents"*

❒ The Document Server can save up to 50 documents. If it already has 50 documents, or the memory becomes full, you can't save a new document. Even if you try to save it, it is ignored. Unnecessary documents should be deleted from the memory if it is not needed any more.

❖ About Weekly Timers

The Weekly Timers allow you to restrict use of the machine to certain times of the day and week. The machine will turn the operation switch on/off at the specified times of the week.

When the machine is turned off by the timer, you can send data to the Document Server in the following cases.

- The "Key Operator Code for Off Setting" is not specified.
- The "Key Operator Code for Off Setting" is specified, and you can enter the code.

Note

❒ In this case, you cannot send data without entering the "Key Operator Code for Off Setting".

Reference

For more information on the Weekly Timers, refer to “System Settings Parameters” in the Printer Reference.

For more information on the Key Operator Code for Off Setting, refer to “Key Operator Code for Off Setting” in the “System Settings” manual.

The Required Settings

A User ID is required to use the Document Server.

You should specify your User ID with the printer driver.

You can also specify a password and a file name for each job.

⇒ Refer to the online help for more information on the settings in the printer driver.

Required settings	Description
User ID	A User ID is required for the Document Server to identify the user. You can't use the Document Server without it. Type up to 8 digits of numbers or alphabets. **Note** ❒ Make sure that your User ID is different from those of others.
Password	You can specify a password for each job, if necessary. Type 4 digits of numbers. If a password is specified in sending data to the Document Server, the document is saved with the password, and no one can edit nor print it without the password. **Note** ❒ You should not forget the specified password. Without the password, you can't edit nor print the document. ❒ If you should forget the password, consult your network administrator to delete the document.
File Name	You can specify a file name for each job, if necessary. Type up to 8 digits of numbers or alphabets. **Note** ❒ Make sure to specify a different file name for each job. Otherwise, the same file names will be listed and it will be hard to choose one of them.

Windows 95/98/3.1x/NT 4.0- Sending Data to the Document Server

The actual procedure differs depending on your printer driver. Check if your printer driver is PCL or PostScript®, and follow one of the procedures below.

Preparation

Make sure that the machine is connected to a computer, which has the printer driver installed.

For more information on connecting to a computer or installing the printer driver. ⇒ Refer to Printer Reference.

For the settings for the network, contact your network administrator.

Important

❒ You should not specify more than one set of print with your application.

❒ Make sure that the box for **[Collate]** is not checked before sending data to the Document Server.

PCL 6/5e

You can send data from your computer to the Document Server using the PCL 6/5e printer driver.

Basic Procedure

Note

❒ For further details, refer to the help file of your printer driver.

Follow these steps to send data to the Document Server.

1 Open the file you want to save in the Document Server.

2 Click [Print] from the [File] menu.

3 Click [Properties].

4 Click the [Setup] tab, and check the box for [Print to Document Server].

Note

❒ If you want to send the data to the Document Server only this time, check the box for **[Clear after one job]**.

5 Click the [Document Server] tab, and specify your User ID. If necessary, specify a password and a file name.

Important

❒ You should not forget the password. You can't edit nor print the document without the password.

Note

❖ **User ID**
Up to 8 digits of numbers and alphabets.

❖ **Password**
4 digits of numbers.

❖ **File Name**
Up to 8 digits of numbers and alphabets.

6 **Click [OK].**

7 **Click [OK] to send the data to the Document Server.**

Settings with the Operation Panel

When sending data to the Document Server, the following settings of the printer driver are ignored. You can specify the ignored settings using the operation panel of the machine.

Tab	Parameter
Setup	Duplex, Collate, Staple, Punch
	Copies
Paper	ALL settings

Note

❒ The ignored settings are grayed out when the box for **[Print to Document Server]** in the Setup tab is checked.

❒ If the data is made using a spread sheet application such as Excel, you should send it sheet by sheet. If you send the whole book at a time, each sheet will be saved as one file with the same file name.

3. Scanning the Originals

You can scan the originals you want to save in the Document Server using the operation panel of the machine. The originals can be set either on the exposure glass or into the document feeder (ADF).

The saved documents will automatically be named in the order of scanning as "Scan01", "Scan02"….

Limitation

❒ You can't specify a User ID or a password when scanning the originals.

❒ You can't change the file names that are assigned automatically.

❖ About Weekly Timers

The Weekly Timers allow you to restrict use of the machine to certain times of the day and week. The machine will turn the operation switch on/off at the specified times of the week.

When the machine is turned off by the timer, you can send data to the Document Server in the following cases.

- The “Key Operator Code for Off Setting” is not specified.
- The “Key Operator Code for Off Setting” is specified, and you can enter the code.

Note

❒ In this case, you cannot send data without entering the “Key Operator Code for Off Setting”.

Reference

For more information on the Weekly Timers, refer to “System Settings Parameters” in the Printer Reference.

For more information on the Key Operator Code for Off Setting, refer to “Key Operator Code for Off Setting” in the “System Settings” manual.

Basic Procedure

This section describes how to scan originals.

Follow these steps to scan the originals to be saved in the Document Server.

Note

❒ You can't specify a User ID or a password.

❒ You can't change the document names which are assigned automatically.

❒ The scanned images are saved in the Document Server.

1 Press the 【Document Server】 key.

The "Select File" menu appears.

2 Touch the [Scan Originals] key.

The "Saving" menu appears.

3 Set your originals either on the exposure glass or into the document feeder (ADF).

Reference

For more information on the types of the originals that can be set and how to set. ⇒ Refer to "Setting Originals" in the "Copy Reference".

4 Make the desired settings.

Reference

For more information on how to make the settings. ⇒ “Copy Reference”

5 Press the 【Start】 key.

Note

❒ To stop scanning, press the 【Clear/Stop】 key.

❒ To resume the paused scanning job, touch the **[Continue]** key in the confirmation dialog. To delete the saved images and cancel the job, touch the **[Cancel]** key, and the rest of the originals set in the document feeder (ADF) are automatically fed out.

6 Repeat Step 3 to 5 if you want to add more pages into one document.

7 After scanning all the pages, touch the [Scanning Complete] key.

4. Printing Saved Documents

You can print any of the documents saved in the Document Server.

❖ About Weekly Timers

The Weekly Timers allow you to restrict use of the machine to certain times of the day and week. The machine will turn the operation switch on/off at the specified times of the week.

When the machine is turned off by the timer, you can send data to the Document Server in the following cases.

- The "Key Operator Code for Off Setting" is not specified.
- The "Key Operator Code for Off Setting" is specified, and you can enter the code.

Note

❒ In this case, you cannot send data without entering the "Key Operator Code for Off Setting".

Reference

For more information on the Weekly Timers, refer to "System Settings Parameters" in the Printer Reference.

For more information on the Key Operator Code for Off Setting, refer to "Key Operator Code for Off Setting" in the "System Settings" manual.

Basic Procedure

Follow these steps to select a document and print it out.

1 Press the 【Document Server】 key.

The "Select File" menu appears.

2 Touch the line for the document you want to print.

The selected line is highlighted.

Note

❒ The file names are listed in the order of the User ID.

❒ If the desired file name is not shown, see the next or previous screen using the **[▼ Next]** and **[▲ Prev.]** keys.

❒ If you can't choose the desired document by its name, you can print the first page to check the contents. Touch the line for the desired document, and touch the **[Print 1st Page]** key.

❒ Touch the selected line again to cancel the print job.

❒ If the "Enter Password" menu appears, enter your password using the Number Keys, and touch the **[OK]** key. To delete the entered numeric value, press the 【Clear/Stop】 key. To cancel a selected document, touch the **[Cancel]** key.

3 To print more than one document, repeat step 2 to select the desired documents in the order you want to print them out.

The selected order is shown in the "Priority" column next to the selected document(s).

Note

❒ To change the print order, touch the highlighted lines to return to the normal conditions, then select them again in the order you want to print.

❒ Touch the **[Reset]** key to cancel all the settings.

4 If you need to change any of the print settings, touch the [Print Setting] key.

The "Set Job" menu appears.

Reference

For more information on the print settings, refer to the “Copy Reference”.

5 Enter the required number of prints with the Number Keys.

Up to 999 can be entered.

Note

❒ If you print more than one set using Sort function, you can check the print result by printing out only the first set. ⇒ P.31 *“Sample Printing”*

6 Press the 【Start】 key.

The machine starts printing.

Note

❒ To pause the print job, press the 【Clear/Stop】 key. In the confirmation dialog, touch the **[Continue]** key to resume it, or touch the **[Cancel]** key to cancel it.

❒ After the print job is completed, a message appears. Touch the **[Yes]** key to delete the document, or touch the **[No]** key to save it.

Sample Printing

If you print multiple sets using Sort function, you can check if the print order or the print settings are correct by printing out only the first set using the 【Sample Copy】 key.

Limitation

❒ Sample Printing can be made only when you are using Sort function.

1 Follow step 1 to 5 of the Basic Procedure.

2 Press the 【Sample Copy】 key.

3 After the first set is printed out, touch the [Yes] key to print the rest of the print job. Touch the [No] key to cancel it and return back to the "Set Job" menu for changing the setting.

Print First Page

You can print the first page of the document selected in the "Select File" menu, and check the contents of it.

Note

❒ If more than one document is selected, the first page of each document is printed.

❒ Select the desired document(s) in the “Select File” menu, and touch the **[Print 1st Page]** key.

This page is intentionally blank.

5. Deleting Saved Documents

You should delete any of the saved documents using the operation panel of the machine.

This chapter describes how to delete saved documents.

Important

❒ You can save up to 50 documents in the Document Server. No more document can be saved, when there are 50 documents in the Document Server. You should delete unnecessary documents.

❒ By default, each document is automatically deleted 24 hours after it is saved in the Document Server. If you want a document to remain in the Document Server longer, turn off the "Auto File Delete in 24 Hours" feature using the User Tools.⇒ P.37 *"Basic Tab"*

Note

❒ You can delete all the saved documents at a time. ⇒ P.38 *"Document Manage Tab"*

❖ About Weekly Timers

The Weekly Timers allow you to restrict use of the machine to certain times of the day and week. The machine will turn the operation switch on/off at the specified times of the week.

When the machine is turned off by the timer, you can send data to the Document Server in the following cases.

- The "Key Operator Code for Off Setting" is not specified.
- The "Key Operator Code for Off Setting" is specified, and you can enter the code.

Note

❒ In this case, you cannot send data without entering the "Key Operator Code for Off Setting".

Reference

For more information on the Weekly Timers, refer to "System Settings Parameters" in the Printer Reference.

For more information on the Key Operator Code for Off Setting, refer to "Key Operator Code for Off Setting" in the "System Settings" manual.

Basic Procedure

Follow these steps to delete a saved documents.

1. **Press the 【Document Server】 key.**

   The " Select File" menu appears.

2. **Select a document you want to delete by touching the name of it.**

   The selected name is highlighted.

   Note

   ❒ The document names are listed in the order of the User IDs. If the desired document name is not shown in the display, scroll it using the **[▲]** or **[▼]** keys.

   ❒ When a document is selected, the **[Print 1st Page]** key appears. Touch this key to print out the first page of the document to check the contents of it.

   ❒ If you select a document which requires a password, the "Input the password" window appears. Input the password using the Number Keys, and then touch the **[OK]** key. If you input the wrong password, press the **【Clear/Stop】** key, and then input the correct one again. To cancel selecting a document, touch the **[Cancel]** key.

   ❒ To cancel a selected document, touch the highlighted line again.

3. **Repeat Step 2 if you want to select more than one document.**

4. **Touch the [Delete] key.**

   A confirmation dialog appears.

5. **Touch the [Yes] key to delete it.**

6. Setting Default Parameters (Document Server)

You can change or set the default parameters of the Document Server using the User Tools.

Accessing User Tools (Document Server)

Reference

Regarding the user tools for system settings. ⇒ "Accessing The User Tools (System Settings)" of the "System Settings" manual.

1 Press the 【User Tools/Counter】 key.

The User Tools main menu appears.

2 Touch the [Document Server Setting] key.

The Document Server Setting menu appears.

3 Search for the desired menu. Follow the instructions on the panel display.

Note

❒ Touching the "General Features" tab or the "Document Manage" tab changes the menu.

❒ If key operator code is specified, the menu to input the key operator code appears before the Document Manage menu appears. ⇒ Refer to "Key Operator Code" in the "System Settings" manual.

❒ Input the key operator code using the Number Keys, and then touch the **[OK]** key.

4 After changing the user tools settings, touch the [Exit] key on the Document Server Setting menu.

The User Tools main menu appears.

5 Touch the [Exit] key on the User Tools main menu.

Note

❒ After using the user tools, be sure to exit from user tools.

❒ The settings specified here are not canceled even if the main power switch or operation switch is turned off or the 【Clear Modes/Energy Saver】 key is pressed.

Document Server Setting Parameters

There are two tabs in the “Document Server Setting” menu.

Basic Tab

Menu	Description
Auto Reset Timer	The machine returns to its initial condition automatically after your job is finished, after the selected time. This function is called "Auto Reset". The time can be set from 10 to 999 seconds, or no system reset (0 second). To turn the Auto Reset Timer off, input 0 second. **Note** ❒ Default: *60*
Auto File Delete in 24 Hours	You can specify whether a file is automatically deleted 24 hours after it is saved. Only the files saved after this mode is set to ON will be deleted automatically. If this mode is set to Off, all the files saved in the server will not be deleted. **Note** ❒ Default: *On*
Duplex Mode Priority	You can specify whether Duplex mode is effective when the machine is turned on, or Auto Reset is made. **Note** ❒ Default: *Off*

Document Manage Tab

If a key operator code is specified, the menu to input the key operator code appears before the "Document Manage" tab appears. Input the key operator code using the Number Keys, and then touch the **[OK]** key.

Note

❒ If key operator code is specified, the menu to input the key operator code appears before the "Document Manage" tab appears. Input the key operator code using the Number Keys, and then touch the **[OK]** key.

Menu	Description
Delete all the saved documents	You can delete all the saved documents by touching **[Delete all the saved documents]**, and **[Yes]** in the confirmation dialog. **Note** ❒ All the documents including those with a password are deleted.

Error Messages

Messages	Description	Comments
Up to 50 files can be saved. Please delete all unwanted files.	There are already 50 files saved in the Document Server.	Delete any of the unnecessary files and then scan the document again. ⇒ P.33 *"Deleting Saved Documents"*
Memory capacity is full. Please delete the saved data.	Memory becomes full.	Delete any of the unnecessary files and then scan the document again.⇒ P.33 *"Deleting Saved Documents"* **Important** ❒ When memory allocation is changed, the documents saved in the Document Server will be deleted. ❒ You should print the saved documents before changing the memory allocation.
Memory is full. Print job download cancelled. *	Memory of the Document Server is full.	Delete any unnecessary files, and then send the data to the Document Server again. ⇒ P.33 *"Deleting Saved Documents"*
Print job capacity reached. Cannot add any more jobs. *	There are already 50 files saved in the Document Server.	Delete any unnecessary files, and them send the data to the Document Server again.⇒ P.33 *"Deleting Saved Documents"*

Note

❒ The messages marked with * are shown in the Panel Display of the Printer Function.

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Specifications

	Specification
Memory Capacity	Default : About 400 pages (A4, 600 dpi, ITU-T chart) **Note** ❒ This setting can be changed to up to 999 pages using the user tool. ⇒ Refer to "Memory Allocation" in the Printer Reference.
Number of files to be saved	Max : 50 files **Note** ❒ The Document Server cannot hold more than 50 files, even if memory is not full.

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PRINTER Op

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DOCUMENT SERVER T

PRINTER Option Type 650 OPERATING INSTRUCTIONS

e Safety Information in the “Copy Reference” before using this machine. It contains im-
ation related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

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ect, special, incidental, or consequential damages as a result of handling or operating

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ver™ is a trademark of Ricoh Company, LTD.

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s or adjustment or performance of procedures other than those specified in this manual
hazardous radiation exposure.

ons might be slightly different from your machine.

s might not be available in some countries. For details, please contact your local dealer.

e responsible for any loss of the saved documents that result from mistakes, electrostatic
es, or damages of the machine. We recommend to save important data in your computer
n out in case they should be lost accidentally.

PRINTER Option Type 650

OPERATING INSTRUCTIONS

DOCUMENT SERVER™ REFERENCE (option)

Read this manual carefully before you use this product and keep it handy for future reference.
For safety, please follow the instructions in this manual.

PRINTER Option Type 650 OPERATING INSTRUCTIONS

Printed in Japan
UE (USA) A868-8650

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual.

Please read the Safety Information in the “Copy Reference” before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Important

Parts of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

Trademarks

Microsoft®, Windows®, and MS-DOS® are registered trademarks of Microsoft Corporation in the United States and/or other countries.

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Document Server™ is a trademark of Ricoh Company, LTD.

Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights in those marks.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Notes:

Some illustrations might be slightly different from your machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

We shall not be responsible for any loss of the saved documents that result from mistakes, electrostatic or electric noises, or damages of the machine. We recommend to save important data in your computer or to print them out in case they should be lost accidentally.

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How to Read this Manual

Symbols

In this manual, the following symbols are used:

⚠ ***WARNING:***
This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

⚠ ***CAUTION:***
This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

* The statements above are notes for your safety.

Important
If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation
This symbol indicates the prior knowledge or preparations required before operating.

Note
This symbol indicates precautions for operation, or actions to take after misoperation.

Limitation
This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference
This symbol indicates a reference.

[ ]
Keys that appear on the machine's panel display.

Keys and buttons that appear on the computer's display.

【 】
Keys built into the machine's operation panel.

Keys on the computer's keyboard.

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Manuals for this Machine

There are four manuals that describe the operational procedures separately for the operation and maintenance of the machine.

This manual, the Document Server Reference, contains detailed instructions for using this machine as a Document Server.

To ensure safe and efficient operation of the machine, all users should read and follow the instructions contained in the following manuals.

❖ **System Settings**
Describes the procedures and functions for adjusting the settings and defaults of this machine for copier.

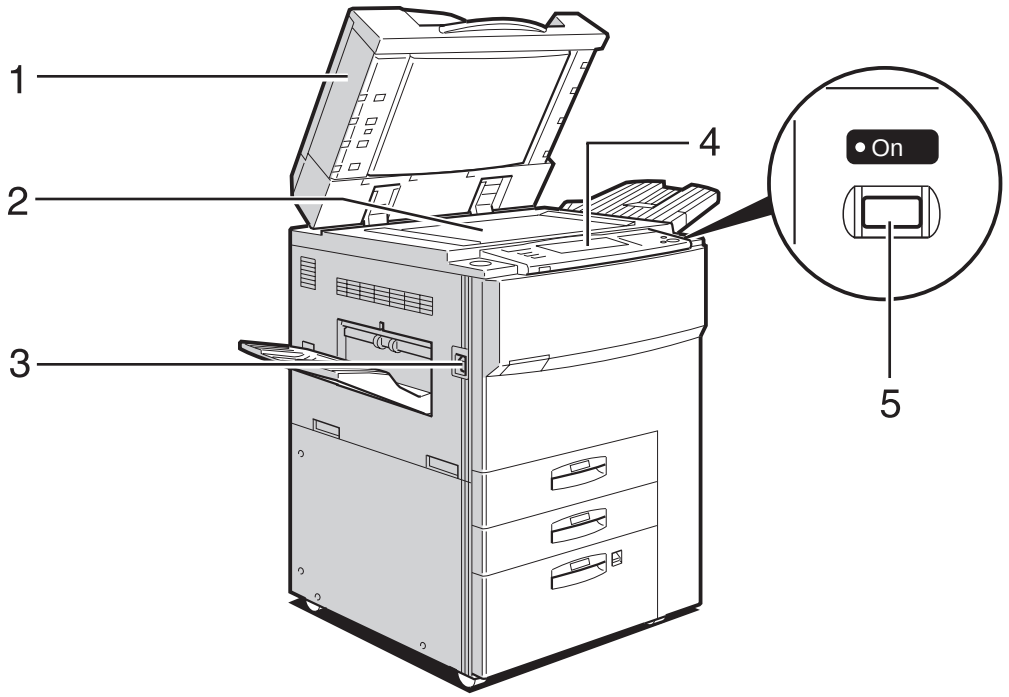
❖ **Copy Reference**
Describes the procedures and functions for using this machine as a copier.

❖ **Printer Reference**
Describes the system settings, procedures and functions for using this machine as a printer.

❖ **Document Server Reference (This Manual)**
Describes the procedures and functions for using this machine as a Document Server.

Guide to Components

Mainframe



TSPS051N

1. Auto Document Feeder (ADF)

The document feeder automatically feeds a stack of originals one by one.

2. Exposure Glass

Position originals here face down for scanning.

3. Main Power switch

Note

❒ If the machine does not operate after turning on the Operation Switch, check if the main power switch is turned on. If it is off, turn it on.

4. Operational Panel

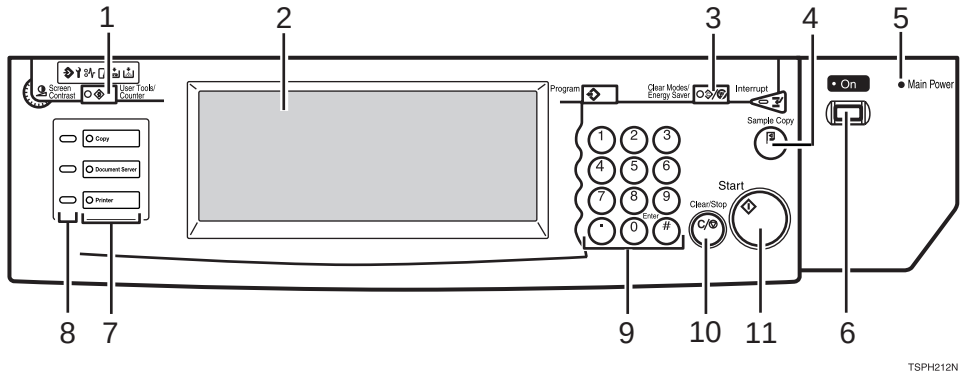
Use to check the status of the machine, and to enter the desired jobs or settings.

5. Operation Switch

Press this switch to turn the power on (the On indicator lights up).

To turn the power off, press this switch again (the On indicator goes off).

Operational Panel



1. 【User Tools/Counter】 key

❖ **User tools**

Press to change the default settings and conditions to meet your requirements.

❖ **Counter**

Press to check or print the total number of prints and copies made.

2. Panel Display

Shows operation status, error messages, and function menus. ⇒ P.4 *"Panel Display"*

3. 【Clear Modes/Energy Saver】 key

❖ **Clear Modes**

Press to clear the previously entered job settings.

❖ **Energy Saver**

Press this key for more than about 1 seconds to switch the machine to Energy Saver mode.

4. 【Sample Copy】 key

Use this key to print a single sample set before starting a long print run using Sort function. ⇒ P.31 *"Sample Printing"*

5. Main Power indicator

Lights up when the main power switch is turned on, and goes off when the switch is turned off.

6. Operation Switch

Press this switch to turn the power on (the On indicator lights up).

To turn the power off, press this switch again (the On indicator goes off).

7. Function keys

Press to change functions (Copy, Printer, Document Server) shown on the panel display. To use the Document Server function, press the 【Document Server】 key.

8. Function Status indicators

These indicators show the status of each function.

❖ **Green**

Indicates the function is working.

❖ **Red**

Indicates the function is interrupted because of errors.
Press the Function key to switch the panel display and check the error message.

9. Number keys

Use to enter a numeric value such as the desired number of prints and zooming ratio.

10. 【Clear/Stop】 key

Press to cancel the number which are being entered, or to stop scanning or printing.

11. 【Start】 key

Press to start scanning or printing a document.

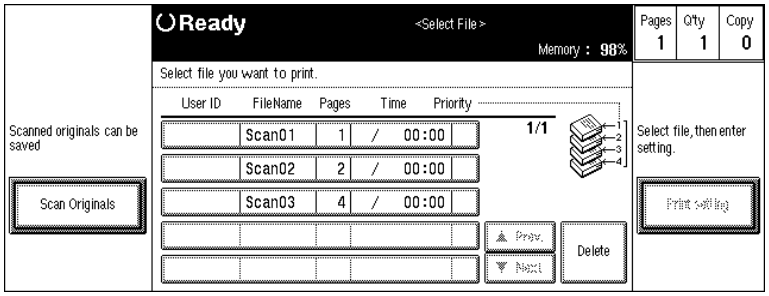
Panel Display

The panel display shows operational status, error messages, and function menus.

Important

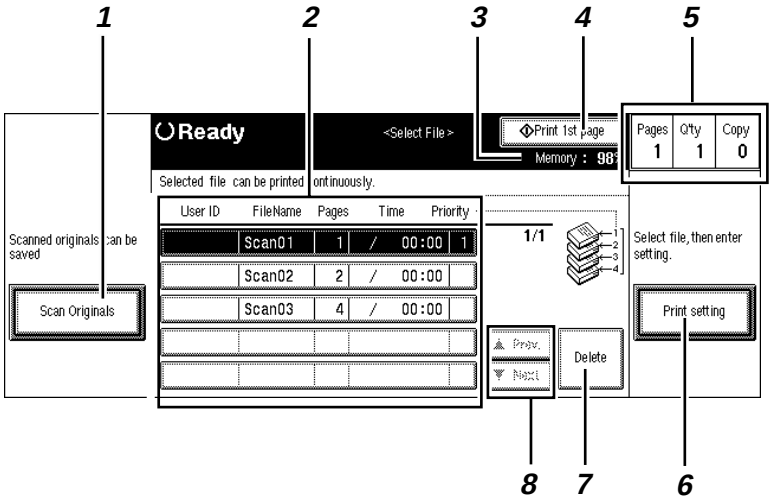
❒ Do not apply a strong shock or force of about 30 N (about 3 kgf) or more to the panel display. Otherwise, the display might be damaged.

❖ Document Server initial display



Touch the 【**Document Server**】 key, and the Document Server initial display appears.

❖ The "Select File" menu



1. [Scan Originals] key

Touch to go to the "Saving" menu.

2. Document List

Shows the saved documents with the information of User ID, File Name, how many pages it has, and when it was saved.

Touch the desired line to select the document. When any document is selected, the selected line is highlighted and the print priority is also shown.

Note

❒ Touch the **[▼Next]** key to go to the next screen.

❒ Touch the **[▲Prev]** key to return to the previous screen.

3. Memory

Shows the remaining capacity of memory as a percentage.

4. [Print 1st Page] key

Touch to print the 1st page of the selected document.

Note

❒ This key appears only when any document is selected.

5. Job information

- Page
  Shows the number of the total pages of the selected documents.
- Q'ty
  Shows the specified number of print sets.
- Copy
  Shows which set is being printed.

6. [Print Setting] key

Touch to go to the Set Job menu.

Note

❒ This key appears only when any document is selected.

7. [Delete] key

Touch to delete the selected document.

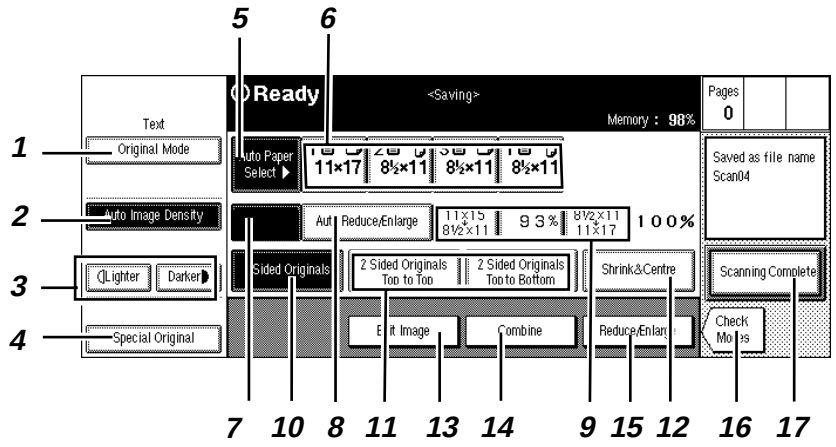
Note

❒ This key appears only when any document is selected.

8. [▼Next], [▲Prev] keys

Touch to go to the next or the previous screen.

❖ The "Saving" menu



For more information on settings, refer to Copy Reference.

1. [Original Mode] key

Touch to select the mode to match the image type of your originals.

2. [Auto Image Density] key

Touch to have the machine to adjust the image density to match your originals.

3. Manual Image Density keys

Touch to adjust the image density manually.

You can combine Auto and Manual Image density by touching one of these keys when the Auto Image Density key is highlighted.

4. [Special Original] key

Touch to have the machine recognize how to feed your originals from the document feeder (ADF) when your originals are special, such as mixed sizes or thin paper.

5. [Auto Paper Select] key

Touch to have the machine select a suitable size of paper automatically based on the original size and the scanning ratio.

6. Manual Paper Select keys

Touch to select the desired paper size.

7. [Full Size] key

Touch to scan the full size image.

8. [Auto Reduce/Enlarge] key

Touch to have the machine choose the scanning ratio based on the paper and original sizes you select.

9. Preset Reduce/Enlarge keys

Touch to select a preset ratio.

10. [1 Sided Originals] key

Touch this key when scanning 1 sided originals.

Note

❒ Set your originals in the correct direction. Otherwise, you might not make duplex printing correctly.

❒ Refer to "Duplex – Making Two-Sided Copies" in the Copy Reference.

11. 2 Sided Originals keys

Touch one of these keys when scanning the 2 sided originals according to the orientation of the images.

- Top to Top
  The pages of this orientation can be folded or bound along the vertical axis.
- Top to Bottom
  The pages of this orientation can be folded or bound along the horizontal axis.

Note

❒ Set your originals in the correct direction. Otherwise, you might not make duplex printing correctly.

❒ Refer to "Duplex – Making Two-Sided Copies" in the Copy Reference.

12. [Shrink & Center] key

Touch to reduce the image to 93 % of its original size with the center as reference.

13. [Edit Image] key

Touch to edit the scanned images using the following functions:

- Erase Center
  Touch to erase the center margin of the original image.
- Erase Border
  Touch to erase the surrounding area of the original image.
- Centering
  Touch to move the image to the center.

Note

❒ When you print the document whose image was moved to the center using Centering function, you should use the same paper size as specified in the Saving menu. If the paper size specified in printing is different from that specified in saving, the image cannot be moved to the center correctly.

14. [Combine] key

Touch to combine multiple scanned documents to be saved into one file.

15. [Reduce/Enlarge] key

Touch to reduce or enlarge the image to be saved into the Document Server.

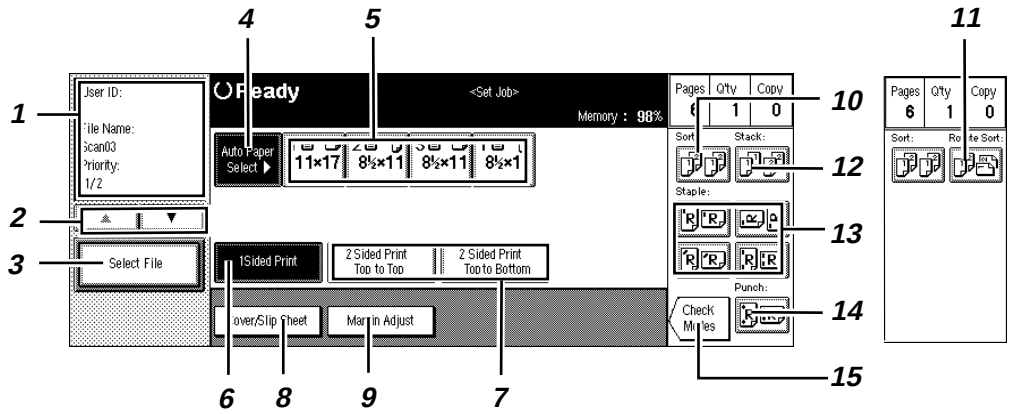
16. [Check Modes] key

Touch to check the current settings.

17. [Scanning Complete] key

Touch to go to the "Select File" menu.

❖ **The "Set Job" menu**



For more information on settings, refer to Copy Reference.

1. File information

Shows User ID, File Name, and the priority of the selected document(s).

Note

❒ Use the **[▼Next]**, **[▲Prev]** keys to see the next or previous file information.

2. [▼Next], [▲Prev] keys

Use to see the next or previous file information.

Note

❒ The file information is shown in the order of print priority.

3. [Select File] key

Touch to go to the "Select File" menu.

4. [Auto Paper Select] key

Touch to have the machine select a suitable size of paper automatically based on the original size and the print ratio.

5. Manual Paper Select keys

Touch to select the desired paper size.

6. [1 Sided Print] key

Touch to print on one side of paper.

7. 2 Sided Print keys

Touch to print on both sides of paper.

- Top to Top
  Should be used if the pages are to be folded or bound along the vertical axis.
- Top to Bottom
  Should be used if the pages are to be folded or bound along the horizontal axis.

Note

❒ If you cannot make duplex printing correctly, your originals might not have been set in the correct direction when scanning.

❒ Refer to "Duplex – Making Two-Sided Copies" in the Copy Reference.

8. [Cover/Slip Sheet] key

Touch to make setting for adding covers or slip sheets.

9. [Margin Adjust] key

Touch to adjust margins in printing the selected documents.

Note

❒ Margin Adjust function is automatically selected when you make Duplex printing.

10. Sort

Touch to make the print output delivered as sets in sequential order.

11. Rotate Sort

Touch to have every other print set rotated by 90° and delivered to the tray.

Note

❒ This key appears only when the optical Finisher is not installed.

❒ Refer to “Sort – Sorting Into Sets” in the Copy Reference.

12. Stack

Touch to have prints assembled with each page set.

Note

❒ This key appears only when the optional Finisher is installed.

❒ Refer to “Stack – Stacking Together All Copies Of A Page” in the Copy Reference.

13. Staple

Touch one of the keys to have each print set stapled together at the position shown in the display.

Note

❒ This key appears only when the optional Finisher is installed.

❒ Refer to “Staple” in the Copy Reference.

14. Punch

Touch to have each print set punched.

Note

❒ This key appears only when the optional Punch kit is installed in the optional Finisher.

❒ Refer to “Punch” in the Copy Reference.

15. [Check Modes] key

Touch to check the current settings.

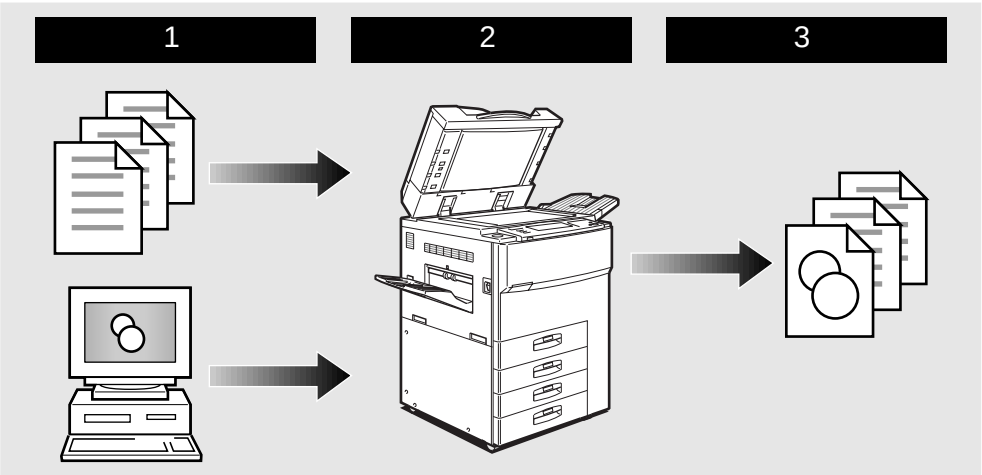
1. What You Can Do with the Document Server

Overview

The Document Server enables you to save your documents in the mainframe memory, then edit and print as you want.

There are two ways to save documents.

- Sending data from your computer
- Scanning originals from the document feeder (ADF), or the exposure glass of the machine



1 Prepare the documents you want to save.

2 Save the documents.

The documents are saved in the mainframe memory.

3 Print the documents.

You can print any of the saved documents with any desired settings at any time.

Useful Features

The following printing features are available with the Document Server.

❖ **Proof Printing**
You can print a sample set to check and correct the settings before making a large print run.

❖ **On Demand Printing**
You can print the saved documents as you want at any time.

❖ **Confidential Printing**
You can print a confidential document to the Document Server with a password to prevent others from printing it.

❖ **File Merge Printing**
You can combine multiple documents to print them in one set.

❖ **Scanned File Printing**
You can combine multiple scanned documents into one set of document.

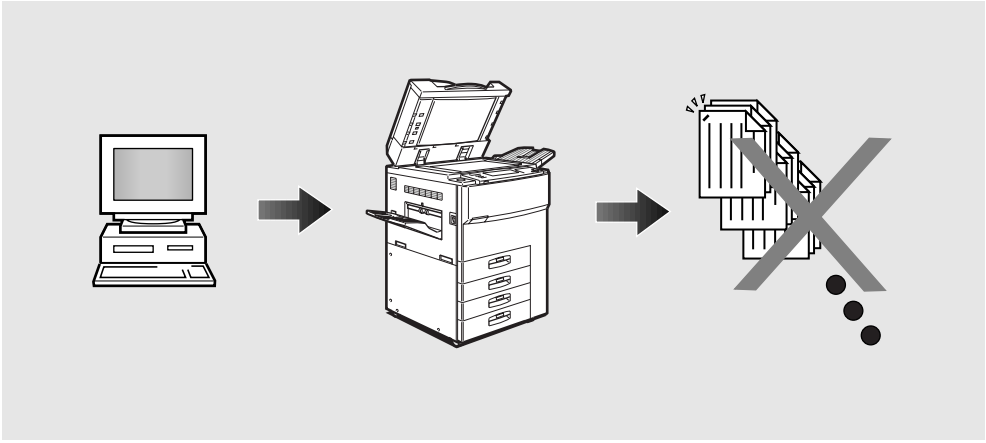
Features and Benefits

Proof Printing

You can print a sample set to check and correct the settings before making a large print run.

❖ Your Current Situation might be…

- When you need to print out multiple sets of documents from your computer, you will print one sample set to check and specify the number of prints for the rest of the print job.
- If the settings are not what you want, you have to revise them and print again and again until the settings become OK.
- When you need additional sets of the documents for a meeting, you have to print from your computer again.



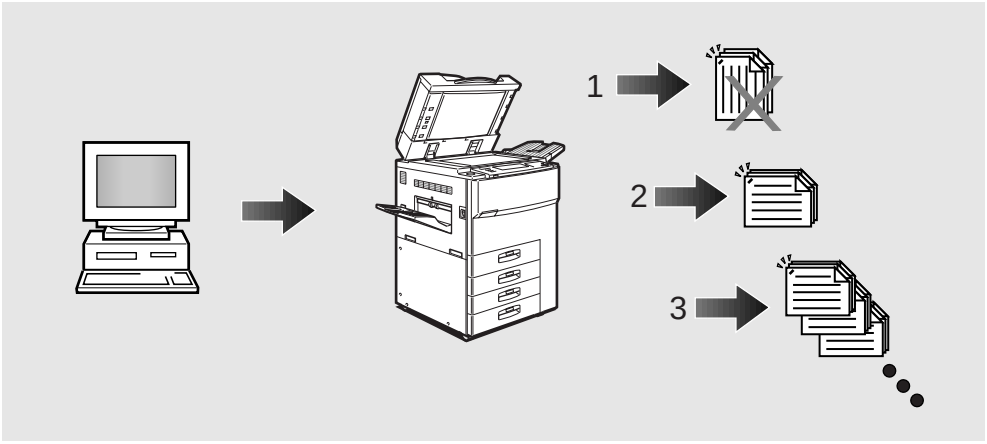
1

❖ With the Document Server...

If your document from your computer is saved in the machine, you can make use of the【**Sample Copy**】key. You have only to specify the desired number of prints once using the operation panel, and press the【**Sample Copy**】key. After checking the settings, just touch the **[Yes]** key to start the rest of the print job. You don't have to make the settings again.

The complex print jobs such as duplex, stapling, and punching can easily be specified using the operation panel just as a copier.

You can also easily change the number of prints for additional usage with the operation panel.



Note

❒ The【**Sample copy**】key is effective only when you are using Sort function.

❒ Stapling requires the installation of the optional Finisher.

❒ Punching requires the installation of the optional Punch kit in the optional Finisher.

Basic Procedure

Follow these steps to make a proof printing.

1 Send the data of the desired document to the Document Server.

❶ Check the box for [Print to Document Server] in the Setup tab.

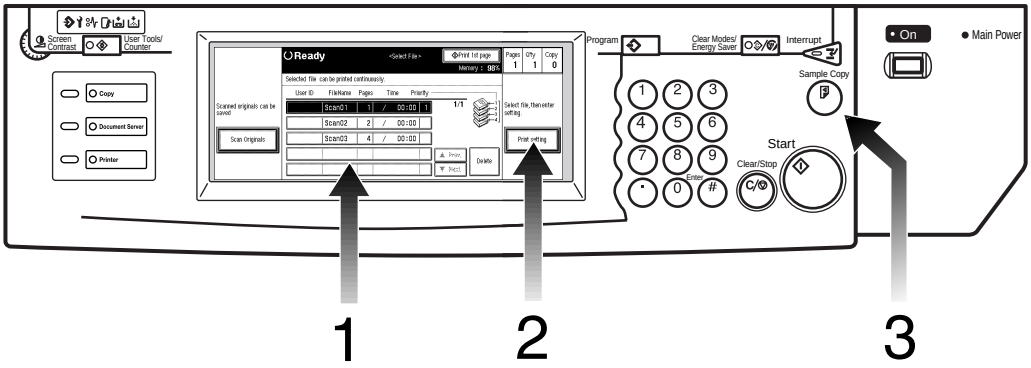
❷ Enter the User ID in the Document Server tab.

Note

❒ The procedure using the PS driver may be somewhat different.

❒ For more information, refer to *"Sending Data to the Document Server"* (⇒ P.23.

2 Print the document using the operation panel of your machine.



❶ Press the【Document Server】key if you needed, and select the documents you want to print.

❷ Make the desired settings as you want.

❸ Press the【Sample Copy】key.

Note

❒ The【Sample Copy】key is effective only when you are using Sort function.

❒ For more information, refer to *"Sample Printing"* (⇒ P.31.

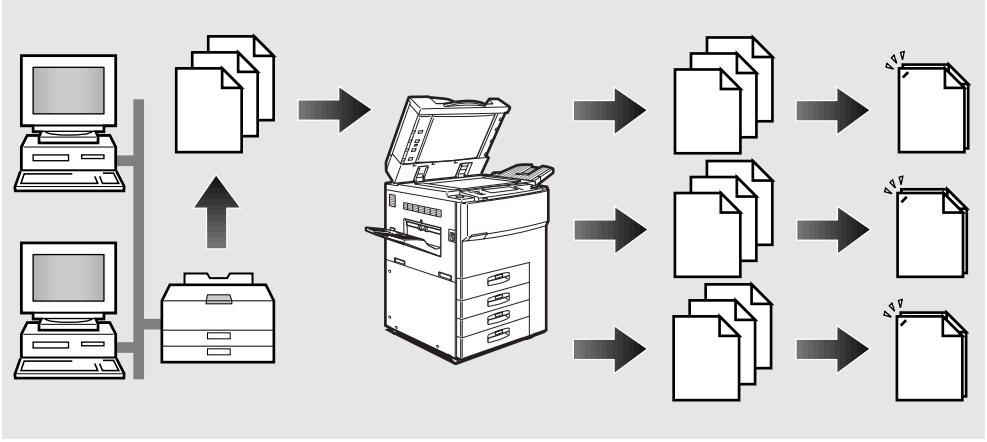
On Demand Printing

You can print any of the saved documents as you want at any time.

1

❖ Your Current Situation might be…

- When you need to print multiple sets of documents in duplex and with staple, you will print originals, then make duplex copy and staple them by hands.
- Wasting your time to find your documents among those of others, or waiting for the machine to finish the other person's job.

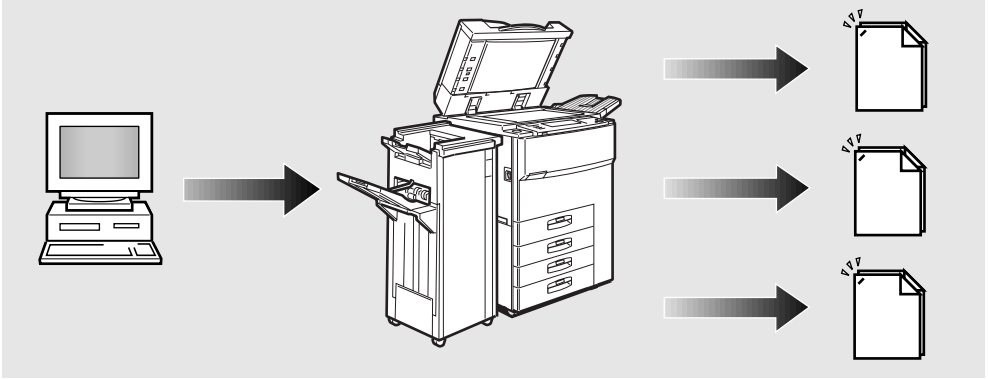


❖ With the Document Server

If you send your document from your computer and save it in the Document Server, you can print at any time with any necessary print settings such as duplex and stapling. Your documents will not be confused with those of others in the exit tray.

As it is printed directly from the mainframe memory, the print quality is higher than that of copies.

You don't have to wait long, since the data has already been processed in the memory. They will be printed at a high speed from the first set.



Note

❒ Stapling requires the installation of the optional Finisher.

❒ Punching requires the installation of the optional Punch kit in the optional Finisher.

Basic Procedure

Follow these steps for On Demand Printing.

1 Send the data of the desired document to the Document Server.

❶ Check the box for [Print to Document Server] in the Setup tab.

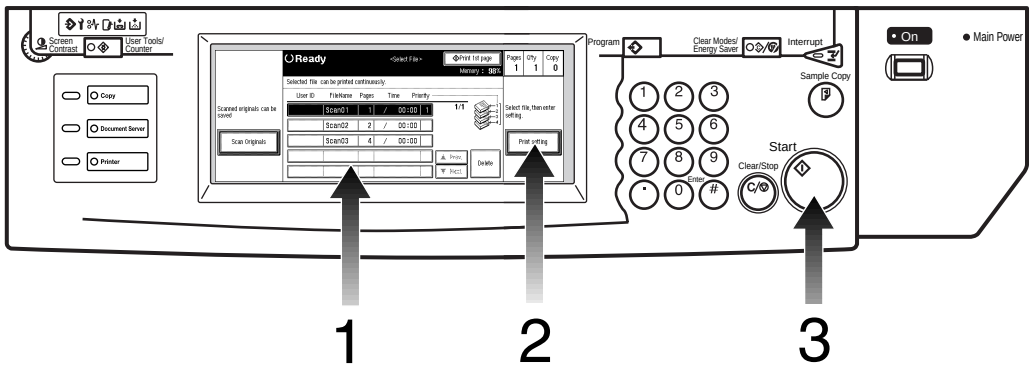
❷ Enter the User ID in the Document Server tab.

Note

❒ The procedure using the PS driver may be somewhat different.

❒ For more information, refer to *"Sending Data to the Document Server"* (⇒ P.23.

2 Print the document using the operation panel of your machine.



❶ Press the【Document Server】key if you needed, and select the documents you want to print.

❷ Make the desired settings.

❸ Press the【Start】key.

Note

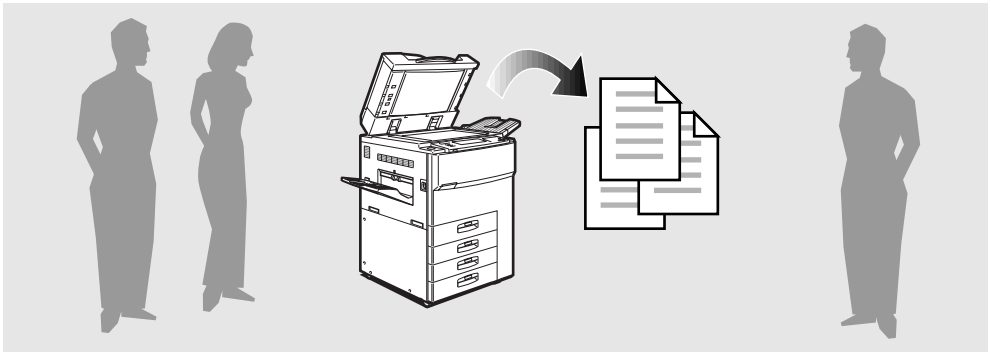
❒ For more information, refer to *"Printing Saved Documents"* (⇒ P.29.

Confidential Printing

You can print a confidential document to the Document Server with a password to prevent other from printing it.

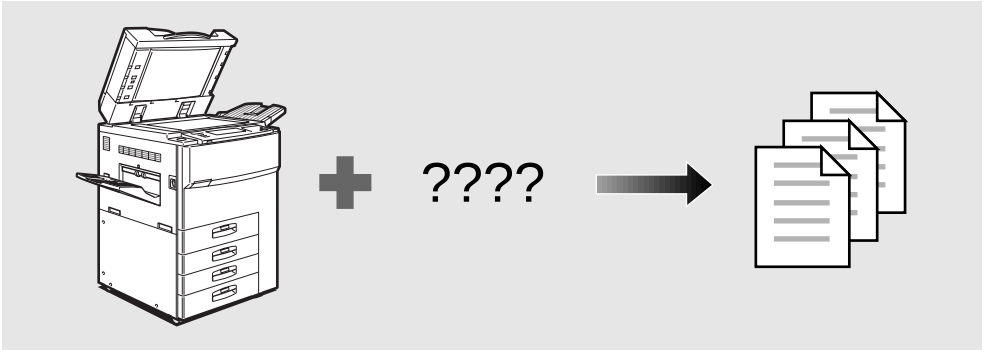
❖ Your Current Situation might be…

When your printer is on a network, you have to worry about the security of confidential documents, such as personal data.



❖ With the Document Server

When you send a confidential document to the Document Server, you can specify a password to prevent others from printing and reading it.
You can send confidential documents to other machines, if you fix a certain password only for concerning staff.



Basic Procedure

Follow these steps to make a Confidential Printing.

1 Send the data of the desired document to the Document Server.

❶ Check the box for [Print to Document Server] in the Setup tab.

❷ Enter your User ID in the Document Server tab

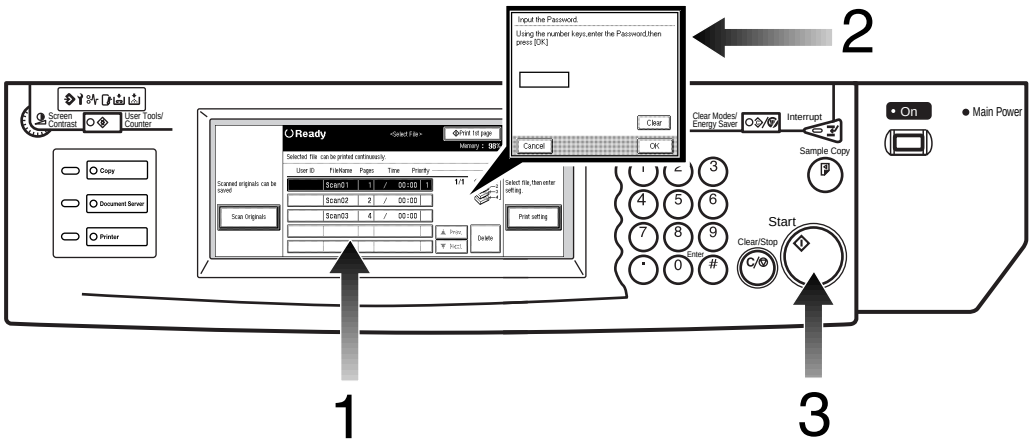
❸ Enter your password in the Document Server Tab.

Note

❒ The procedure using the PS driver may be somewhat different.

❒ For more information, refer to *"Sending Data to the Document Server"* (⇒ P.23.

2 Print the document using the operation panel of your machine.



❶ Press the 【Document Server】 key if you need and the select the documents you want to print.

❷ Enter the password using the Number keys.

❸ Press the 【Start】 key.

Note

❒ For more information, refer to *"Printing Saved Documents"* (⇒ P.29.

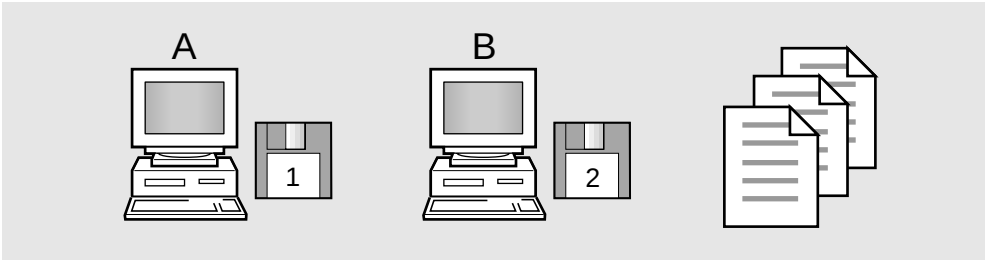
File Merge Printing

You can combine multiple documents to print them in one set.

1

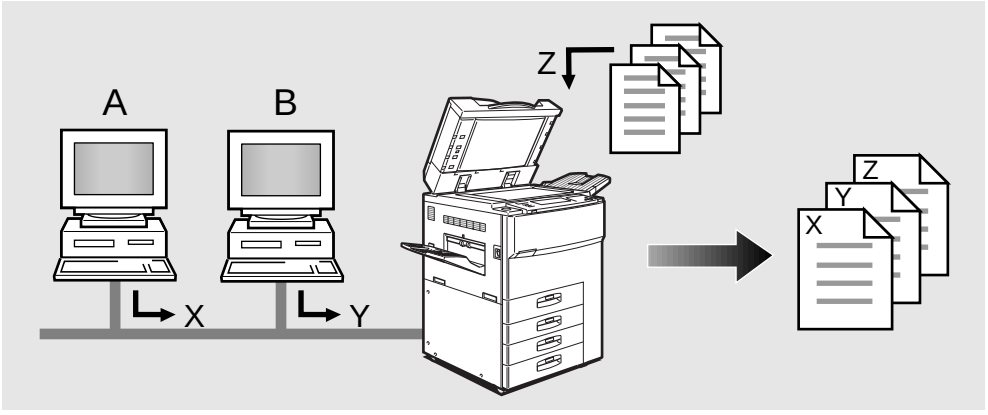
❖ Your Current Situation might be…

- You want to make one file by combining several files that are made using different applications, or that are made by several persons.
- You want to combine electronic data and paper documents to print as one set.



❖ With the Document Server

You can combine any of the documents saved in the Document Server. Electronic data created by different applications or persons and scanned documents can be combined.



Basic Procedure

Follow these steps to make a file merge printing.

1 Save the desired documents.

Printing the document to the Document Server

❶ **Check the box for [Print to Document Server] in the Setup tab.**

❷ **Enter your User ID in the Document Server tab.**

Note

❒ The procedure using the PS driver may be somewhat different.

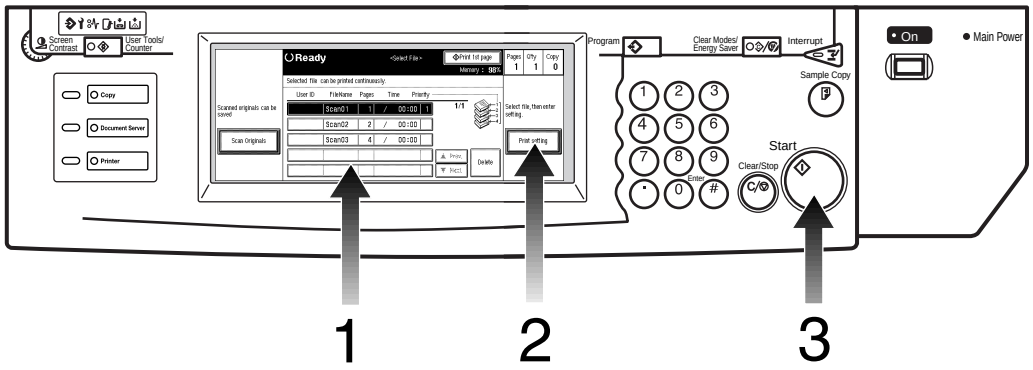
Scanning originals using the machine

❶ **Press the【Document Server】key if you needed.**

❷ **Place the originals either into the document feeder (ADF) or on the exposure glass.**

❸ **Press the【Start】key.**

2 Print the document using the operation panel of your machine.



❶ **Press the【Document Server】key if needed.**

❷ **Select the documents you want to print.**

❸ **Make the desired settings.**

❹ **Press the【Start】key.**

Note

❒ For more information, refer to *"Printing Saved Documents"* (⇒ P.29.

Scanned File Printing

You can combine multiple scanned documents to print them in one set.

1

❖ Your Current Situation might be…

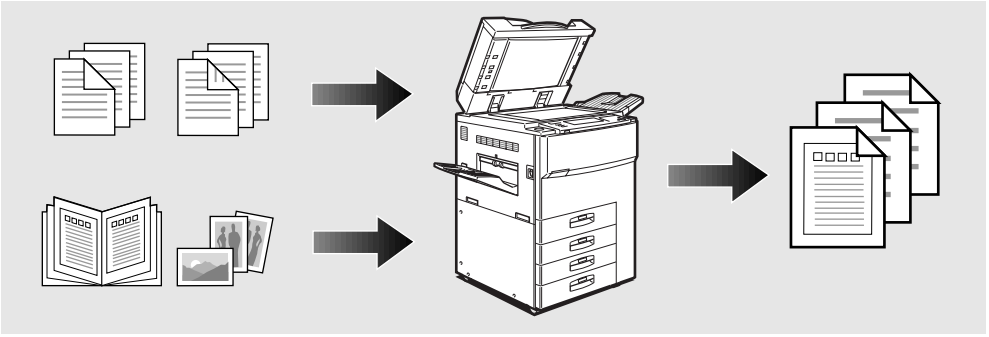
You want to combine several originals that are different in density, size, paper weight.

- Scrapped and pasted originals
- Photo originals
- One sided originals
- Two sided originals

❖ With the Document Server

You can save the originals individually by making the best settings for each original, and edit them as a file.

It doesn't matter whether the originals were scanned using the document feeder (ADF) or the exposure glass. As you can specify the print order for several files, you can combine them as you want, and print them as a file.



You can check the print result by printing a sample set before making a large print run by pressing the 【**Sample Copy**】 key.

If you aren't satisfied with the print result of some pages of the set, you have only to scan that part again.

Basic Procedure

Follow these steps to make a Scanned File Printing.

1 Save the desired documents.

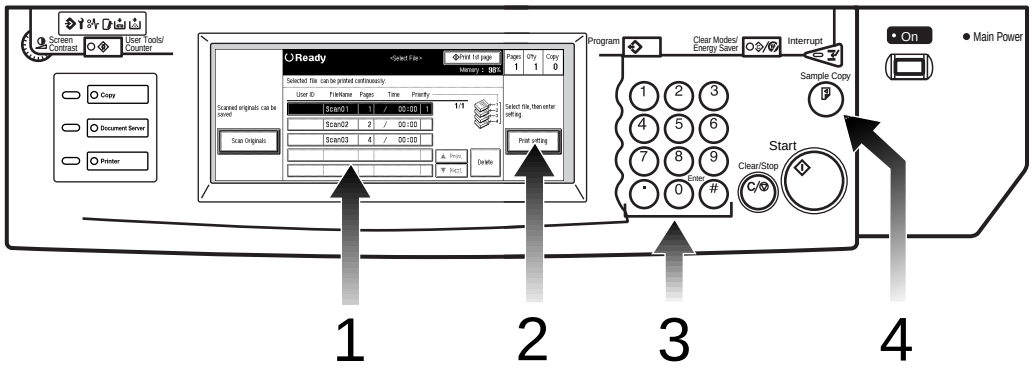
Scanning originals using the machine

❶ **Press the【Document Server】key if needed.**

❷ **Place originals either into the document feeder (ADF) or on the exposure glass.**

❸ **Press the【Start】key.**

2 Make the print settings and check the sample copy.



❶ **Select the documents in the order that you want to print them out.**

❷ **Make the desired settings.**

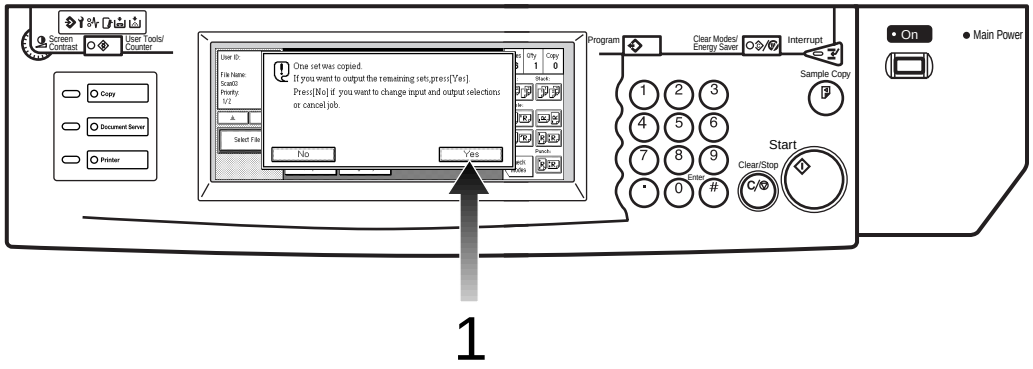
❸ **Enter the desired number of prints using the Number keys.**

❹ **Press the【Sample Copy】key.**

Note

❒ The【Sample Copy】key is effective only when you are using Sort function.

3 Start the rest of the print operation.



❶ **Check the print result of the sample set, and if it is OK, touch the [Yes] key in the confirmation dialog.**

The rest of the print job will be made. You don't have to select nor make the settings again.

2. Sending Data to the Document Server

Overview

You can send the data from your computer to the Document Server using the printer driver.

The actual procedure somewhat differs depending on your operating system and your printer driver.

This section describes the basic procedures to send data to the Document Server.

❖ Operation Environment

Printer Driver	Operating System
PCL	Windows 95/98 Windows 3.1x Windows NT 4.0
PostScript®	Windows 95/98

Important

❒ While the data is being sent to the Document Server, you might not cancel the job correctly. If not, you should delete the transmitted data using the operation panel of the machine. ⇒ P.33 *"Deleting Saved Documents"*

❒ The Document Server can save up to 50 documents. If it already has 50 documents, or the memory becomes full, you can't save a new document. Even if you try to save it, it is ignored. Unnecessary documents should be deleted from the memory if it is not needed any more.

❖ About Weekly Timers

The Weekly Timers allow you to restrict use of the machine to certain times of the day and week. The machine will turn the operation switch on/off at the specified times of the week.

When the machine is turned off by the timer, you can send data to the Document Server in the following cases.

- The "Key Operator Code for Off Setting" is not specified.
- The "Key Operator Code for Off Setting" is specified, and you can enter the code.

Note

❒ In this case, you cannot send data without entering the "Key Operator Code for Off Setting".

Reference

For more information on the Weekly Timers, refer to “System Settings Parameters” in the Printer Reference.

For more information on the Key Operator Code for Off Setting, refer to “Key Operator Code for Off Setting” in the “System Settings” manual.

The Required Settings

A User ID is required to use the Document Server.

You should specify your User ID with the printer driver.

You can also specify a password and a file name for each job.

⇒ Refer to the online help for more information on the settings in the printer driver.

Required settings	Description
User ID	A User ID is required for the Document Server to identify the user. You can't use the Document Server without it. Type up to 8 digits of numbers or alphabets. **Note** ❒ Make sure that your User ID is different from those of others.
Password	You can specify a password for each job, if necessary. Type 4 digits of numbers. If a password is specified in sending data to the Document Server, the document is saved with the password, and no one can edit nor print it without the password. **Note** ❒ You should not forget the specified password. Without the password, you can't edit nor print the document. ❒ If you should forget the password, consult your network administrator to delete the document.
File Name	You can specify a file name for each job, if necessary. Type up to 8 digits of numbers or alphabets. **Note** ❒ Make sure to specify a different file name for each job. Otherwise, the same file names will be listed and it will be hard to choose one of them.

Windows 95/98/3.1x/NT 4.0- Sending Data to the Document Server

The actual procedure differs depending on your printer driver. Check if your printer driver is PCL or PostScript®, and follow one of the procedures below.

Preparation

Make sure that the machine is connected to a computer, which has the printer driver installed.

For more information on connecting to a computer or installing the printer driver. ⇒ Refer to Printer Reference.

For the settings for the network, contact your network administrator.

Important

❒ You should not specify more than one set of print with your application.

❒ Make sure that the box for **[Collate]** is not checked before sending data to the Document Server.

PCL 6/5e

You can send data from your computer to the Document Server using the PCL 6/5e printer driver.

Basic Procedure

Note

❒ For further details, refer to the help file of your printer driver.

Follow these steps to send data to the Document Server.

1 Open the file you want to save in the Document Server.

2 Click [Print] from the [File] menu.

3 Click [Properties].

4 Click the [Setup] tab, and check the box for [Print to Document Server].

Note

❒ If you want to send the data to the Document Server only this time, check the box for **[Clear after one job]**.

5 Click the [Document Server] tab, and specify your User ID. If necessary, specify a password and a file name.

Important

❒ You should not forget the password. You can't edit nor print the document without the password.

Note

❖ **User ID**
Up to 8 digits of numbers and alphabets.

❖ **Password**
4 digits of numbers.

❖ **File Name**
Up to 8 digits of numbers and alphabets.

6 **Click [OK].**

7 **Click [OK] to send the data to the Document Server.**

Settings with the Operation Panel

When sending data to the Document Server, the following settings of the printer driver are ignored. You can specify the ignored settings using the operation panel of the machine.

Tab	Parameter
Setup	Duplex, Collate, Staple, Punch
	Copies
Paper	ALL settings

Note

❒ The ignored settings are grayed out when the box for **[Print to Document Server]** in the Setup tab is checked.

❒ If the data is made using a spread sheet application such as Excel, you should send it sheet by sheet. If you send the whole book at a time, each sheet will be saved as one file with the same file name.

3. Scanning the Originals

You can scan the originals you want to save in the Document Server using the operation panel of the machine. The originals can be set either on the exposure glass or into the document feeder (ADF).

The saved documents will automatically be named in the order of scanning as "Scan01", "Scan02"….

Limitation

❒ You can't specify a User ID or a password when scanning the originals.

❒ You can't change the file names that are assigned automatically.

❖ About Weekly Timers

The Weekly Timers allow you to restrict use of the machine to certain times of the day and week. The machine will turn the operation switch on/off at the specified times of the week.

When the machine is turned off by the timer, you can send data to the Document Server in the following cases.

- The “Key Operator Code for Off Setting” is not specified.
- The “Key Operator Code for Off Setting” is specified, and you can enter the code.

Note

❒ In this case, you cannot send data without entering the “Key Operator Code for Off Setting”.

Reference

For more information on the Weekly Timers, refer to “System Settings Parameters” in the Printer Reference.

For more information on the Key Operator Code for Off Setting, refer to “Key Operator Code for Off Setting” in the “System Settings” manual.

Basic Procedure

This section describes how to scan originals.

Follow these steps to scan the originals to be saved in the Document Server.

Note

❒ You can't specify a User ID or a password.

❒ You can't change the document names which are assigned automatically.

❒ The scanned images are saved in the Document Server.

1 Press the 【Document Server】 key.

The "Select File" menu appears.

2 Touch the [Scan Originals] key.

The "Saving" menu appears.

3 Set your originals either on the exposure glass or into the document feeder (ADF).

Reference

For more information on the types of the originals that can be set and how to set. ⇒ Refer to "Setting Originals" in the "Copy Reference".

4 Make the desired settings.

Reference

For more information on how to make the settings. ⇒ “Copy Reference”

5 Press the 【Start】 key.

Note

❒ To stop scanning, press the 【Clear/Stop】 key.

❒ To resume the paused scanning job, touch the **[Continue]** key in the confirmation dialog. To delete the saved images and cancel the job, touch the **[Cancel]** key, and the rest of the originals set in the document feeder (ADF) are automatically fed out.

6 Repeat Step 3 to 5 if you want to add more pages into one document.

7 After scanning all the pages, touch the [Scanning Complete] key.

4. Printing Saved Documents

You can print any of the documents saved in the Document Server.

❖ About Weekly Timers

The Weekly Timers allow you to restrict use of the machine to certain times of the day and week. The machine will turn the operation switch on/off at the specified times of the week.

When the machine is turned off by the timer, you can send data to the Document Server in the following cases.

- The "Key Operator Code for Off Setting" is not specified.
- The "Key Operator Code for Off Setting" is specified, and you can enter the code.

Note

❒ In this case, you cannot send data without entering the "Key Operator Code for Off Setting".

Reference

For more information on the Weekly Timers, refer to "System Settings Parameters" in the Printer Reference.

For more information on the Key Operator Code for Off Setting, refer to "Key Operator Code for Off Setting" in the "System Settings" manual.

Basic Procedure

Follow these steps to select a document and print it out.

1 Press the 【Document Server】 key.

The "Select File" menu appears.

2 Touch the line for the document you want to print.

The selected line is highlighted.

Note

❒ The file names are listed in the order of the User ID.

❒ If the desired file name is not shown, see the next or previous screen using the **[▼ Next]** and **[▲ Prev]** keys.

❒ If you can't choose the desired document by its name, you can print the first page to check the contents. Touch the line for the desired document, and touch the **[Print 1st page]** key.

❒ Touch the selected line again to cancel the print job.

❒ If the "Enter Password" menu appears, enter your password using the Number keys, and touch the **[OK]** key. To delete the entered numeric value, press the 【Clear/Stop】 key. To cancel a selected document, touch the **[Cancel]** key.

3 To print more than one document, repeat step 2 to select the desired documents in the order you want to print them out.

The selected order is shown in the "Priority" column next to the selected document(s).

Note

❒ To change the print order, touch the highlighted lines to return to the normal conditions, then select them again in the order you want to print.

❒ Touch the **[Reset]** key to cancel all the settings.

4 If you need to change any of the print settings, touch the [Print Setting] key.

The "Set Job" menu appears.

Reference

For more information on the print settings, refer to the “Copy Reference”.

5 Enter the required number of prints with the Number keys.

Up to 999 can be entered.

Note

❒ If you print more than one set using Sort function, you can check the print result by printing out only the first set. ⇒ P.31 *“Sample Printing”*

6 Press the 【Start】 key.

The machine starts printing.

Note

❒ To pause the print job, press the 【Clear/Stop】 key. In the confirmation dialog, touch the **[Continue]** key to resume it, or touch the **[Cancel]** key to cancel it.

❒ After the print job is completed, a message appears. Touch the **[Yes]** key to delete the document, or touch the **[No]** key to save it.

Sample Printing

If you print multiple sets using Sort function, you can check if the print order or the print settings are correct by printing out only the first set using the 【Sample Copy】 key.

Limitation

❒ Sample Printing can be made only when you are using Sort function.

1 Follow step 1 to 5 of the Basic Procedure.

2 Press the 【Sample Copy】 key.

3 After the first set is printed out, touch the [Yes] key to print the rest of the print job. Touch the [No] key to cancel it and return back to the "Set Job" menu for changing the setting.

Print First Page

You can print the first page of the document selected in the "Select File" menu, and check the contents of it.

Note

❒ If more than one document is selected, the first page of each document is printed.

❒ Select the desired document(s) in the “Select File” menu, and touch the **[Print 1st page]** key.

This page is intentionally blank.

5. Deleting Saved Documents

You should delete any of the saved documents using the operation panel of the machine.

This chapter describes how to delete saved documents.

Important

❒ You can save up to 50 documents in the Document Server. No more document can be saved, when there are 50 documents in the Document Server. You should delete unnecessary documents.

❒ By default, each document is automatically deleted 24 hours after it is saved in the Document Server. If you want a document to remain in the Document Server longer, turn off the "Auto file delete in 24 hours" feature using the User Tools.⇒ P.37 *"Basic Tab"*

Note

❒ You can delete all the saved documents at a time. ⇒ P.37 *"Document Manage Tab"*

❖ About Weekly Timers

The Weekly Timers allow you to restrict use of the machine to certain times of the day and week. The machine will turn the operation switch on/off at the specified times of the week.

When the machine is turned off by the timer, you can send data to the Document Server in the following cases.

- The "Key Operator Code for Off Setting" is not specified.
- The "Key Operator Code for Off Setting" is specified, and you can enter the code.

Note

❒ In this case, you cannot send data without entering the "Key Operator Code for Off Setting".

Reference

For more information on the Weekly Timers, refer to "System Settings Parameters" in the Printer Reference.

For more information on the Key Operator Code for Off Setting, refer to "Key Operator Code for Off Setting" in the "System Settings" manual.

Basic Procedure

Follow these steps to delete a saved documents.

1. **Press the 【Document Server】 key.**

   The " Select File" menu appears.

2. **Select a document you want to delete by touching the name of it.**

   The selected name is highlighted.

   Note

   ❒ The document names are listed in the order of the User IDs. If the desired document name is not shown in the display, scroll it using the **[▲]** or **[▼]** keys.

   ❒ When a document is selected, the **[Print 1st page]** key appears. Touch this key to print out the first page of the document to check the contents of it.

   ❒ If you select a document which requires a password, the "Input the password" window appears. Input the password using the Number keys, and then touch the **[OK]** key. If you input the wrong password, press the **【Clear/Stop】** key, and then input the correct one again. To cancel selecting a document, touch the **[Cancel]** key.

   ❒ To cancel a selected document, touch the highlighted line again.

3. **Repeat Step 2 if you want to select more than one document.**

4. **Touch the [Delete] key.**

   A confirmation dialog appears.

5. **Touch the [Yes] key to delete it.**

6. Setting Default Parameters (Document Server)

You can change or set the default parameters of the Document Server using the User Tools.

Accessing User Tools (Document Server)

Reference

Regarding the user tools for system settings. ⇒ "Accessing The User Tools (System Settings)" of the "System Settings" manual.

1 Press the【User Tools/Counter】key.

The User Tools main menu appears.

2 Touch the [Document Server Setting] key.

The Document Server Setting menu appears.

3 Search for the desired menu. Follow the instructions on the panel display.

Note

❒ Touching the "General Features" tab or the "Document Manage" tab changes the menu.

❒ If key operator code is specified, the menu to input the key operator code appears before the Document Manage menu appears. ⇒ Refer to "Key Operator Code" in the "System Settings" manual.

❒ Input the key operator code using the Number keys, and then touch the **[OK]** key.

4 After changing the user tools settings, touch the [Exit] key on the Document Server Setting menu.

The User Tools main menu appears.

5 Touch the [Exit] key on the User Tools main menu.

Note

❒ After using the user tools, be sure to exit from user tools.

❒ The settings specified here are not canceled even if the main power switch or operation switch is turned off or the【Clear Modes/Energy Saver】key is pressed.

Document Server Setting Parameters

There are two tabs in the “Document Server Setting” menu.

Basic Tab

Menu	Description
Auto Reset Timer	The machine returns to its initial condition automatically after your job is finished, after the selected time. This function is called "Auto Reset". The time can be set from 10 to 999 seconds, or no system reset (0 second). To turn the Auto Reset Timer off, input 0 second. **Note** ❒ Default: *60*
Auto file delete in 24 hours	You can specify whether a file is automatically deleted 24 hours after it is saved. Only the files saved after this mode is set to ON will be deleted automatically. If this mode is set to Off, all the files saved in the server will not be deleted. **Note** ❒ Default: *On*
Duplex mode priority	You can specify whether Duplex mode is effective when the machine is turned on, or Auto Reset is made. **Note** ❒ Default: *Off*

Document Manage Tab

If a key operator code is specified, the menu to input the key operator code appears before the "Document Manage" tab appears. Input the key operator code using the Number keys, and then touch the **[OK]** key.

Note

❒ If key operator code is specified, the menu to input the key operator code appears before the "Document Manage" tab appears. Input the key operator code using the Number keys, and then touch the **[OK]** key.

Menu	Description
Delete all the saved documents	You can delete all the saved documents by touching **[Delete all the saved documents]**, and **[Yes]** in the confirmation dialog. **Note** ❒ All the documents including those with a password are deleted.

Error Messages

Messages	Description	Comments
Up to 50 files can be saved. Please delete all unknown files.	There are already 50 files saved in the Document Server.	Delete any of the unnecessary files and then scan the document again. ⇒ P.33 *"Deleting Saved Documents"*
Memory capacity is full. Please delete the saved data.	Memory becomes full.	Delete any of the unnecessary files and then scan the document again.⇒ P.33 *"Deleting Saved Documents"* **Important** ❒ When memory allocation is changed, the documents saved in the Document Server will be deleted. ❒ You should print the saved documents before changing the memory allocation.
Memory is full. Print job download canceled. *	Memory of the Document Server is full.	Delete any unnecessary files, and then send the data to the Document Server again. ⇒ P.33 *"Deleting Saved Documents"*
Print job capacity reached. Cannot add any more jobs. *	There are already 50 files saved in the Document Server.	Delete any unnecessary files, and them send the data to the Document Server again.⇒ P.33 *"Deleting Saved Documents"*

Note

❒ The messages marked with * are shown in the Panel Display of the Printer Function.

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Specifications

	Specification
Memory Capacity	Default : About 400 pages (A4, 600 dpi, ITU-T chart) **Note** ❒ This setting can be changed to up to 999 pages using the user tool. ⇒ Refer to "Memory Allocation" in the Printer Reference.
Number of files to be saved	Max : 50 files **Note** ❒ The Document Server cannot hold more than 50 files, even if memory is not full.

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PRINTER Op

OPER

DOCUMENT SERVER

PRINTER Option Type 650 OPERATING INSTRUCTIONS

e Safety Information in the “Copy Reference” before using this machine. It contains im-
ation related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

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s or adjustment or performance of procedures other than those specified in this manual
hazardous radiation exposure.

ons might be slightly different from your machine.

s might not be available in some countries. For details, please contact your local dealer.

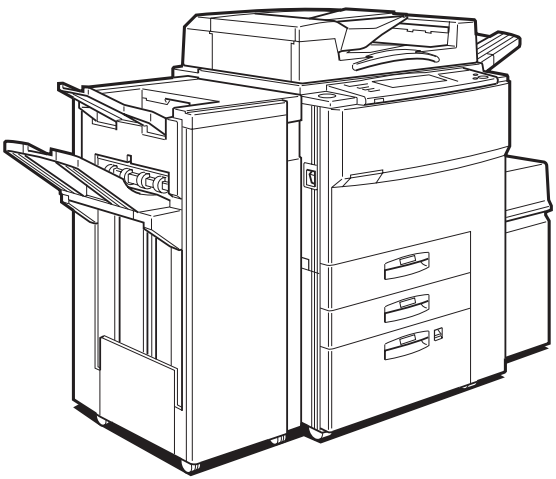
e responsible for any loss of the saved documents that result from mistakes, electrostatic
es, or damages of the machine. We recommend to save important data in your computer
n out in case they should be lost accidentally.

RICOH

Aficio 650

OPERATING INSTRUCTIONS

COPY REFERENCE



Read this manual carefully before you use this product and keep it handy for future reference.
For safety, please follow the instructions in this manual.

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Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Notes:

Some illustrations may be slightly different from your machine.

Certain options may not be available in some countries. For details, please contact your local dealer.

Operator Safety:

This machine is considered a class 1 laser device, safe for office/EDP use. The machine contains two 5-milliwat, 760 – 800 nanometer wavelength, GaAlAs laser diodes. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

The following label is attached on the back side of the machine.

Laser Safety:

The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement of the optical subsystem is required.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Two kinds of size notation are employed in this manual. With this machine refer to the Metric version.

For good copy quality, Ricoh recommends that you use genuine Ricoh toner.

Ricoh shall not be responsible for any damage or expense that might result from the use of parts other than genuine Ricoh parts in your Ricoh office product.

Power Source

240 V, 50 Hz, 8 A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see ⇒ P.217 *"Power Connection"*.

In accordance with ISO Standard 7001, this machine uses the following symbols for the main power switch:

| means POWER ON.

⏻ means STAND BY.

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Safety Information

When using your machine, the following safety precautions should be always be followed.

Safety During Operation

In this manual, the following important symbols are used:

⚠ ***WARNING:***
Ignoring this warning could cause serious injury or even death.

⚠ ***CAUTION:***
Ignoring this caution could cause injury or damage to property.

Examples Of Indications

Symbols ⚠ mean a situation that requires you take care.

Symbols ⚠ mean "Hot surface".

Do NOT carry out the operation represented by this symbol ⃠.
This example means "Do not take apart".

Symbols ● mean you MUST perform this operation.
This example means "You must remove the wall plug".

⚠ *WARNING:*

- ***Only connect the machine to the power source described on the inside front cover of this manual.***
- ***Avoid multi-wiring.***
- ***Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it, pull it hard or bend it more than necessary. These actions could cause an electric shock or fire.***
- ***Do not plug or unplug the power cord with your hands wet. Otherwise, an electric shock might occur.***

- ***Make sure the wall outlet is near the machine and freely accessible so that in event of an emergency it can be unplugged easily.***

- ***Do not remove any covers or screws other than those specified in this manual. Some parts of the machine are at a high voltage and could give you an electric shock. Also, if the machine has laser systems, direct (or indirect) reflected eye contact with the laser beam may cause serious eye damage. When the machine needs to be checked, adjusted, or repaired, contact your service representative.***
- ***Do not take apart or attempt any modifications to this machine. There is a risk of fire, electric shock, explosion or loss of sight. If the machine has laser systems, there is a risk of serious eye damage.***

- ***If the machine looks damaged or breaks down, smoke is coming out, there is a strange smell or anything looks unusual, immediately turn off the operation and main power switches then unplug the power cord from the wall. Do not continue using the machine in this condition. Contact your service representative.***
- ***If metal, liquid or foreign matter falls into the machine, turn off the operation and main power switches, and unplug the main power cord. Contact your service representative. Do not keep using the machine with a fault or defect.***

- ***Do not put any metal objects or containers holding water (e.g. vases, flowerpots, glasses) on the machine. If the contents fall inside the machine, a fire or electric shock could occur.***

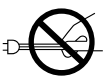
- ***Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of the used toner containers according to local regulations for plastics.***

⚠ *CAUTION:*

- *Keep the machine away from humidity and dust. A fire or an electric shock might occur.*
- *Do not place the machine on an unstable or tilted surface. If it topples over, it could cause injury.*

- *After you move the machine, fix it with the caster fixture. Otherwise, the machine might move or come down to cause a personal injury.*

- *When you move the machine, unplug the power cord from the wall outlet to avoid fire or electric shock.*
- *When the machine will not be used for a long time, unplug the power cord.*



- *When you pull out the plug from the socket, grip the plug to avoid damaging the cord and causing fire or electric shock.*

- *If you use the machine in a confined space, make sure there is a continuous air turnover.*

- *Do not reuse stapled paper. Do not use aluminum foil, carbon-containing paper or other conductive paper. Otherwise, a fire might occur.*

- *When removing misfed paper, do not touch the fusing section because it could be very hot.*

- *This machine has been tested for safety using this supplier's parts and consumables. We recommend you only use these specified supplies.*

- *Do not eat or swallow toner.*
- *Keep toner (used or unused) and toner containers out of reach of children.*

- *This equipment is only to be installed by a qualified service personnel.*

- *Deliver to collection point for waste products. Do not be disposed of via domestic refuse collection.*

How To Read This Manual

Symbols

In this manual, the following symbols are used:

⚠ ***WARNING:***
This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

⚠ ***CAUTION:***
This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

* The statements above are notes for your safety.

Important
If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation
This symbol indicates the prior knowledge or preparations required before operating.

Note
This symbol indicates precautions for operation, or actions to take after misoperation.

Limitation
This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference
This symbol indicates a reference.

[ ]
Keys that appear on the machine's panel display.

【 】
Keys built into the machine's operation panel.

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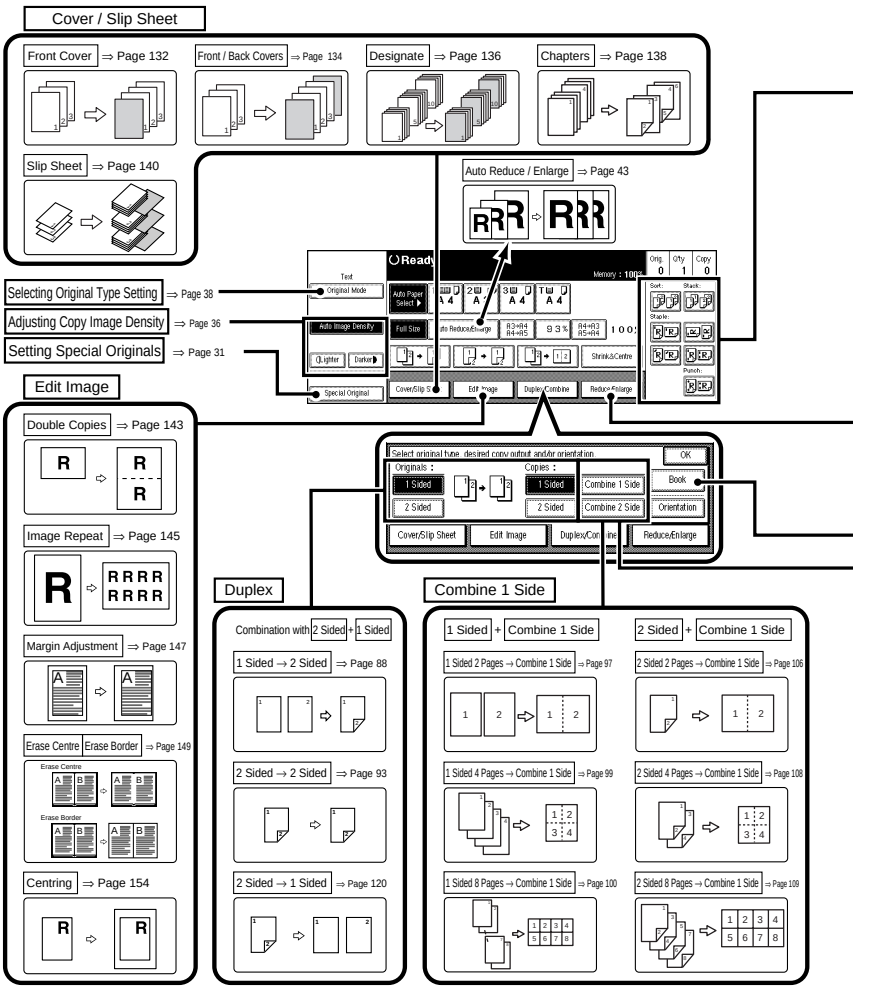
What You Can Do With This Machine (Copy Mode)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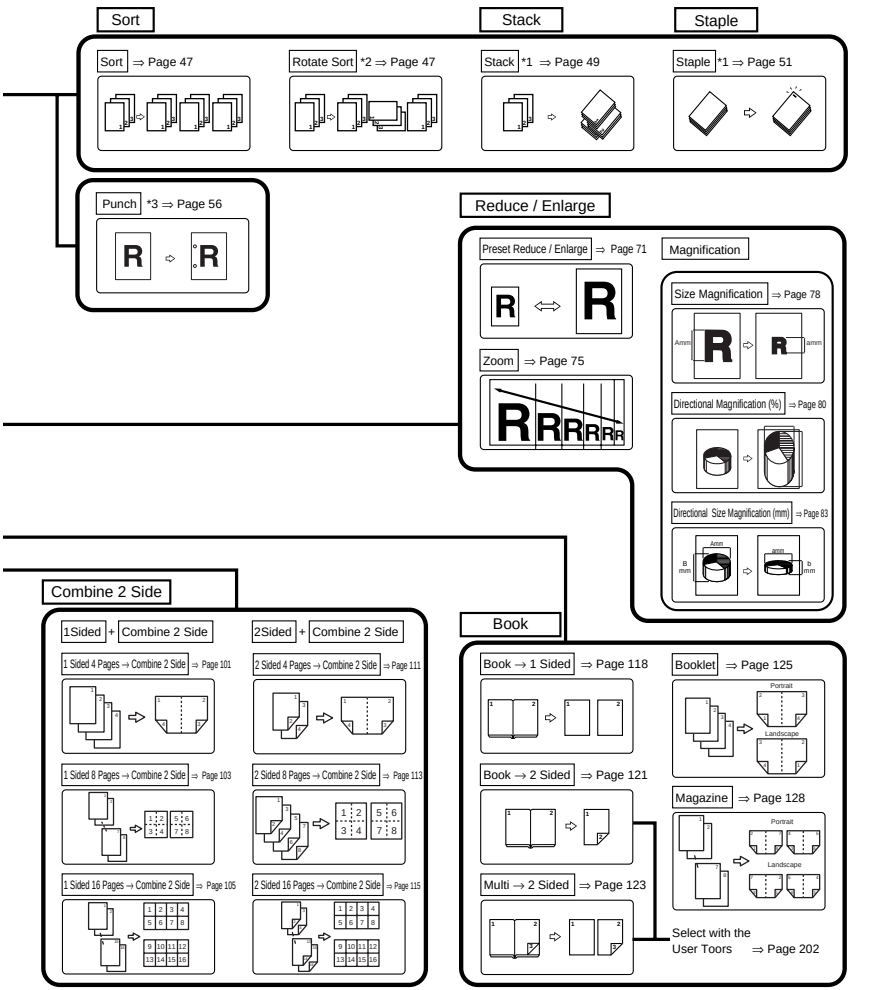
Combine 1 Side
1 Sided + Combine 1 Side
1 Sided 2 Pages → Combine 1 Side ⇒ Page 97
1 Sided 4 Pages → Combine 1 Side ⇒ Page 99
1 Sided 8 Pages → Combine 1 Side ⇒ Page 100
2 Sided + Combine 1 Side
2 Sided 2 Pages → Combine 1 Side ⇒ Page 106
2 Sided 4 Pages → Combine 1 Side ⇒ Page 108
2 Sided 8 Pages → Combine 1 Side ⇒ Page 109

*1 Optional finisiher is required.
*2 This mode can be used when the optional finisher is not installed.
*3 Optional finisher and punch kit are required.


Sort
Stack
Staple
Sort ⇒ Page 47
Rotate Sort *2 ⇒ Page 47
Stack *1 ⇒ Page 49
Staple *1 ⇒ Page 51
Punch *3 ⇒ Page 56
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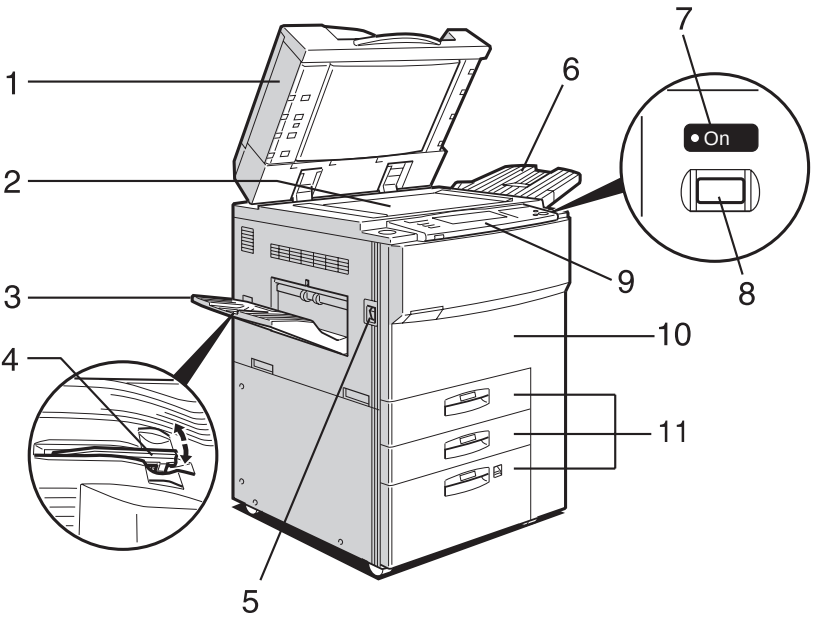
Preset Reduce / Enlarge ⇒ Page 71
Magnification
Zoom ⇒ Page 75
Size Magnification ⇒ Page 78
Directional Magnification (%) ⇒ Page 80
Directional Size Magnification (mm) ⇒ Page 83
Combine 2 Side
1Sided + Combine 2 Side
2Sided + Combine 2 Side
1 Sided 4 Pages → Combine 2 Side ⇒ Page 101
2 Sided 4 Pages → Combine 2 Side ⇒ Page 111
1 Sided 8 Pages → Combine 2 Side ⇒ Page 103
2 Sided 8 Pages → Combine 2 Side ⇒ Page 113
1 Sided 16 Pages → Combine 2 Side ⇒ Page 105
2 Sided 16 Pages → Combine 2 Side ⇒ Page 115
Book
Book → 1 Sided ⇒ Page 118
Booklet ⇒ Page 125
Portrait
Landscape
Book → 2 Sided ⇒ Page 121
Magazine ⇒ Page 128
Multi → 2 Sided ⇒ Page 123
Select with the User Toors ⇒ Page 202

TSPH301E

Guide To Components



TSPS050N

1. Document Feeder (ADF)

The document feeder automatically feeds a stack of originals one by one.

2. Exposure glass

Position originals here face down for copying. See ⇒ P.18 *"Originals"*.

3. Output tray

Copied paper is delivered here face down.

4. Output tray guide

Note

❒ This guide prevents copied OHP transparencies and translucent paper from being curled when delivered. See ⇒ P.6 *"Output Tray Guide"*.

5. Main power switch

Note

❒ If the machine does not operate after turning on the operation switch, check if the main power switch is turned on. If it is off, turn it on.

6. ADF external tray

When copying one-sided originals, the originals are delivered here.

7. On indicator

This indicator lights up when the operation switch is turned on, and goes off when the switch is turned off.

8. Operation switch

Press this switch to turn the power on (the **On** indicator lights up). To turn the power off, press this switch again (the **On** indicator goes off).

9. Operation panel

See ⇒ P.8 *"Operation Panel"*.

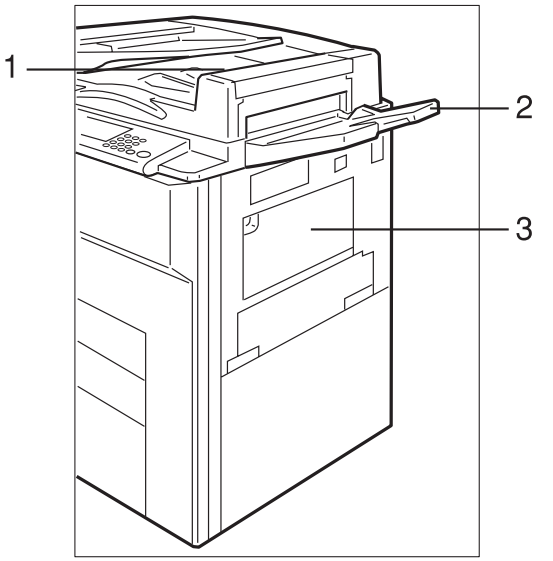
10. Front cover

Open to access the inside of the machine.

11. Paper tray

Set paper here.

Tray 1 is a tandem tray where the paper on the left side automatically moves to the right side when the paper on the right side has run out. See ⇒ P.166 *"B Loading Paper"*.



TSPH010E

1. ADF tray

When copying two-sided originals, the originals are delivered here.

Note

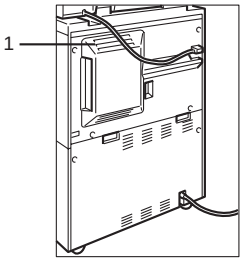
❒Even when copying one-sided originals, you can select the ADF tray. See "ADF Tray Setting" of the "System Settings" manual.

2. ADF external tray

When copying one-sided originals, the originals are delivered here.

3. Bypass tray

Use to copy onto OHP transparencies, adhesive labels, translucent paper, post cards, and non-standard size paper. See ⇒ P.59 *"Copying From The Bypass Tray"*.



TSPH240E

1. Ventilation hole

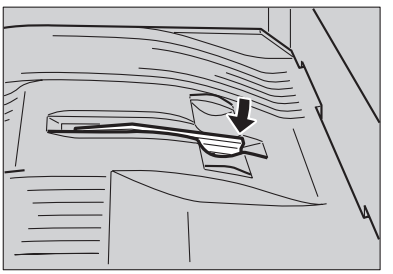
Prevents overheating. Do not obstruct the ventilation hole by placing or leaning an object near it. If the machine overheats, a fault might occur.

Output Tray Guide

When copying onto OHP transparencies and translucent paper, raise the guide. This prevents copies from being curled when delivered.

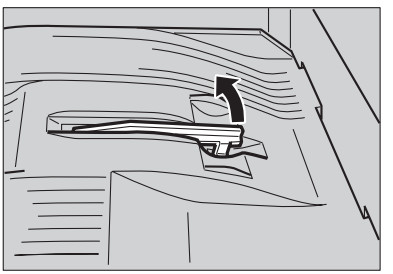
❖To copy onto normal paper and thick paper

Lower the right end of the guide until it clicks.

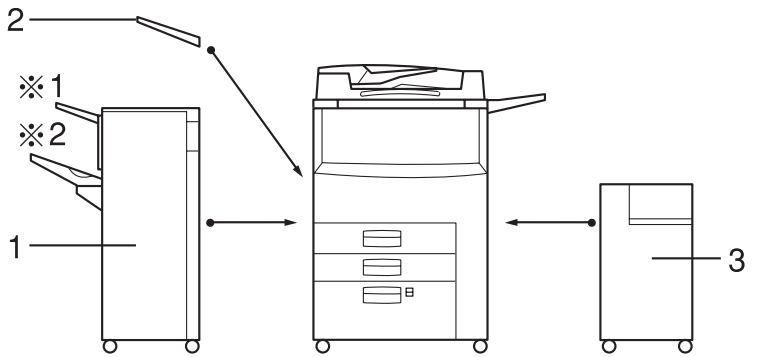

TSPH020E

❖To copy onto OHP transparencies and translucent paper

Raise the right end of the guide until it clicks.


TSPH030E

Options



1. Finisher

Sorts, stacks, and staples copies. You can also punch copies. (The Punch function is optional.)

•1: Proof tray

•2: Shift tray

Other option:

•Punch kit

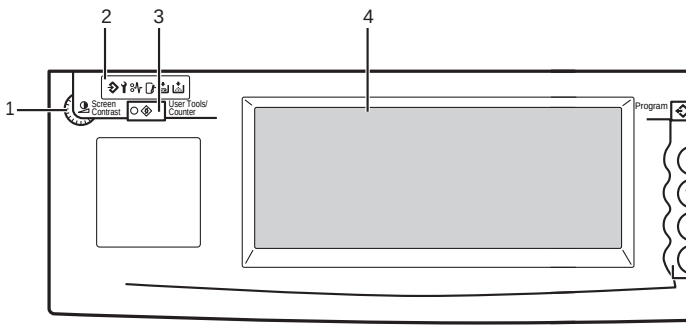
2. Output tray (Can be installed when the finisher is not installed.)

Copied paper is delivered here face down.

3. Large Capacity Tray (LCT)

Holds 3,500 sheets of paper.

Operation Panel



1. Screen Contrast knob

Adjusts the brightness of the panel display.

2. Indicators

These indicators show errors or the status of the machine.

See ⇒ P.159 *"WHAT TO DO IF SOMETHING GOES WRONG"*.

3. 【User Tools/Counter】 key

•User Tools

Press to change the default settings and conditions to meet your requirements.

•Counter

Press to check or print the total number of copies made.

See ⇒ P.193 *"USER TOOLS (COPY FEATURES)"*.

4. Panel display

Shows operation status, error messages, and function menus. See ⇒ P.10 *"Panel Display"*.

5. 【Program】 key

Press to select the program mode. See ⇒ P.64 *"Program—Storing Your Copy Settings In Memory"*.

6. 【Clear Modes/Energy Saver】 key

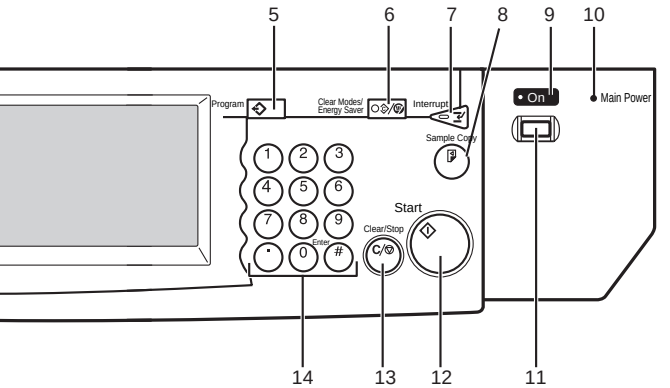
Press to clear the previously entered copy job settings. Also use to switch to and from Energy Saver mode. See ⇒ P.67 *"Energy Saver Mode—Saving Energy"*.

7. 【Interrupt】 key

Press to make interrupt copies during a copy run. See ⇒ P.67 *"Interrupt—Temporarily Stopping One Job To Copy Something Else"*.

8. 【Sample Copy】 key

Use this key to make a single sample copy before starting a long copy run. By checking the finish and making any necessary changes to the image quality settings before you make multiple copies, you can save time and paper. See ⇒ P.70 *"Sample Copy—Checking Output Quality Before Making A Long Copy Run"*.



TSPH200N

9. On indicator

This indicator lights up when the operation switch is turned on, and goes off when the switch is turned off.

10. Main Power indicator

This indicator lights up when the main power switch is turned on, and goes off when the switch is turned off.

11. Operation switch

Press this switch to turn the power on (the **On** indicator lights up). To turn the power off, press this switch again (the **On** indicator goes off).

12. 【Start】key

Press to start copying. Use to set the Auto Start. See ⇒ P.69 *"Auto Start—Entering Copy Job Settings During The Warm-up Period"*.

13. 【Clear/Stop】key

While entering numbers, press to cancel a number to have entered. While copying, press to stop copying.

14. 【Number】keys

Use to enter the desired number of copies and data for selected modes.

Use the Enter key to enter data in selected modes.

Panel Display

The panel display shows operational status, error messages, and function menus.

Important

❒Do not apply a strong shock or force of about 30 N (about 3 kgf) or more to the panel display. Otherwise, the display might be damaged.

Note

❒The function items displayed serve as selector keys. You can select or specify an item by lightly pressing it.

❒When you select or specify an item on the panel display, it is highlighted like Full Size.

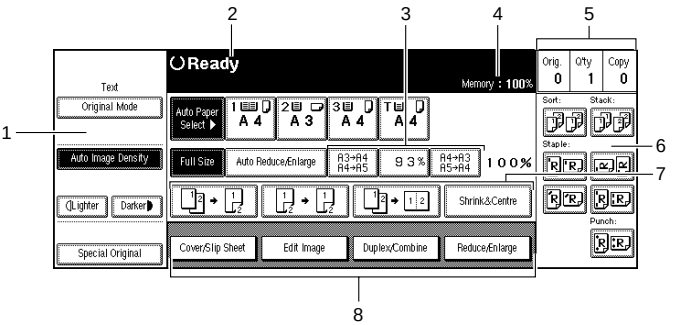
❒Keys appearing as OK cannot be used.

Displays And Key Operations

Note

❒The following illustrations are examples for the machine with the optional finisher unit and large capacity tray (LCT) installed.

❖Copy initial display



TSPH220E

1. **Original Mode, Image Density and Special Original mode.**

2. **Operational status or messages.**

3. **You can register up to three frequently used reduce/enlarge ratios other than the fixed reduce/enlarge ratios. See "Shortcut R/E" in ⇒ P.201 *"General Features 2/3"*.**

4. **Shows the remaining capacity of memory as a percentage.**

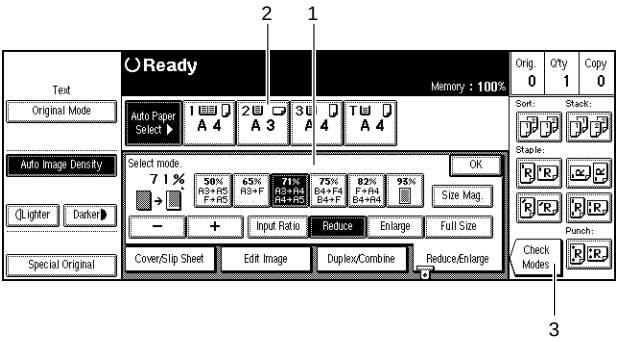
5. **Displays the number of originals scanned into memory, number of copies set, and number of copies made.**

6. **Sort, Stack, Staple or Punch mode.**

7. **Displays the contents of the Shortcut keys. You can register frequently used functions in these keys. See "Shortcut keys" in ⇒ P.203 *"General Features 3/3"*.**

8. **Shows the available functions. Touch a function name to display its menu. For example, touch the [Reduce/Enlarge] key to bring up the Reduce/Enlarge menu.**

❖Function menu display



TSPH230E

1. **Items you can select.**

2. **The key highlighted with the lower line underlined indicates the tray feeding the paper.**

3. **The [Check Modes] key appears when you have selected function(s). Touch this key to view the functions currently selected.**

Function List Based On Options

The function that are available to you depend on your machine configuration and which options you have. See the table below.
❍…Available
×…Not available

		Finisher (Option)		Place originals	
		without installed	installed	on the exposure glass	in the document feeder
Batch (SADF)		❍	❍	--	❍
Mixed Sizes		❍	❍	--	❍
Thin		❍	❍	--	❍
Adjusting Image Density		❍	❍	❍	❍
Selecting Original Type		❍	❍	❍	❍
Selecting Copy Paper		❍	❍	❍	❍
Auto Reduce/Enlarge		❍	❍	❍	❍
Sort		❍	×	❍	❍
Rotate Sort		❍	×	❍	❍
Stack		×	❍	❍	❍
Punch		×	❍ *1	❍ *1	❍ *1
Staple		×	❍	❍	❍
Copying from the Bypass Tray		❍	❍	❍	❍
Program		❍	❍	❍	❍
Reduce/Enlarge		❍	❍	❍	❍
Zoom		❍	❍	❍	❍
Size Magnification		❍	❍	❍	❍
Directional Magnification (%)		❍	❍	❍	❍
Directional Size Magnification (mm)		❍	❍	❍	❍
Duplex	1 Sided → 2 Sided	❍	❍	❍	❍
	2 Sided → 2 Sided	❍	❍	❍	❍

		Finisher (Option)		Place originals	
		without installed	installed	on the exposure glass	in the document feeder
Combine	1 Sided 2 pages → 1 Side	❍	❍	❍	❍
	1 Sided 4 pages → 1 Side	❍	❍	❍	❍
	1 Sided 8 pages → 1 Side	❍	❍	❍	❍
	1 Sided 4 pages → 2 Side	❍	❍	❍	❍
	1 Sided 8 pages → 2 Side	❍	❍	❍	❍
	1 Sided 16 pages → 2 Side	❍	❍	❍	❍
	2 Sided 2 pages → 1 Side	❍	❍	❍	❍
	2 Sided 4 pages → 1 Side	❍	❍	❍	❍
	2 Sided 8 pages → 1 Side	❍	❍	❍	❍
	2 Sided 4 pages → 2 Side	❍	❍	❍	❍
	2 Sided 8 pages → 2 Side	❍	❍	❍	❍
	2 Sided 16 pages → 2 Side	❍	❍	❍	❍
Book	Book → 1 Sided	❍	❍	❍	❍
	2 Sided → 1 Sided	❍	❍	❍	❍
	1 Sided → 2 Sided	❍	❍	❍	❍
	2 Sided → 2 Sided	❍	❍	❍	❍
	2 Sided → 2 Sided	❍	❍	❍	❍
	Booklet	❍	❍	❍	❍
	Magazine	❍	❍	❍	❍
Cover/Designate/Chapters		❍	❍	❍	❍
Slip Sheet		❍	❍	❍	❍
Double		❍	❍	❍	❍
Repeat		❍	❍	❍	❍
Margin Adjust		❍	❍	❍	❍
Erase Centre/Border		❍	❍	❍	❍
Centring		❍	❍	❍	❍

*1The optional punch kit required.

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Starting The Machine

To start the machine, press the operation switch to turn the power on.

Note

❒ This machine automatically enters Energy Saver mode or turns itself off if you do not use the machine for a while. See "Energy Saver Mode—Saving Energy" and "Auto Off Timer" of the System Settings.

Power switches

This machine has the operation switch and main power switch.

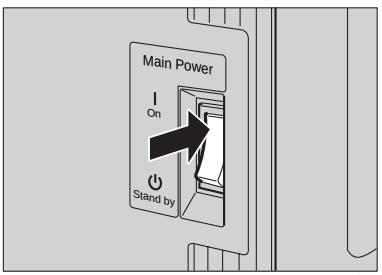
❖ **Operation switch (right side of the operation panel)**
Press this switch to activate the machine. When the machine has warmed up, you can make copies.

❖ **Main power switch (left side of the machine)**
When the machine is not to be used for an extended period of time, turn off the main power switch.

Starting The Machine

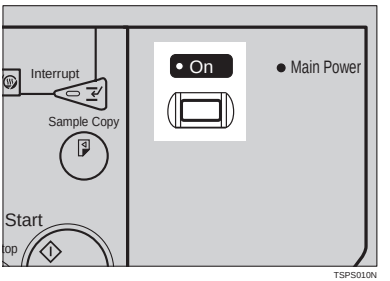
1 **Make sure that the power cord is plugged into the wall outlet firmly.**

2 **Turn on the main power switch.**



Turning On The Power

1 **Press the operation switch to make the On indicator light up.**



The panel display will come on.

Note

❒ If the power is not turned on when the operation switch is pressed, check if the main power switch is on. If off, turn it on.

❒ During the warm-up period (less than 330 seconds), you can use the Auto Start function. See ⇒ P.69 *"Auto Start—Entering Copy Job Settings During The Warm-up Period"*.

When the machine is set for user codes

1 **Enter your user code using the 【Number】 keys. Then press the 【#】 key.**

Note

❒ To prevent others from making copies with your user code, press the **【Clear Modes/Energy Saver】** key and the **【Clear/Stop】** key simultaneously after copying.

Reference

For setting user codes, see ⇒ P.212 *"Count Manager"*.

When the 【Clear Modes/Energy Saver】 indicator is lit

The machine is in Energy Saver mode.

1 **Press any key.**

The machine will return to the ready condition.

Note

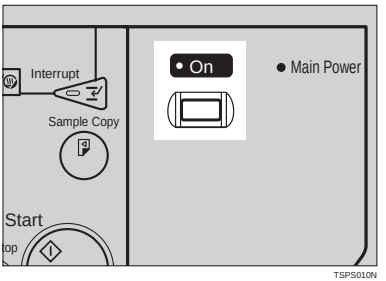
❒ The machine will also return to the ready condition when an original is set in the document feeder, or the document feeder is opened.

Reference

See “Low Power Timer” of the “System Settings” manual.

Turning Off The Power

1 **Press the operation switch to make the On indicator go off.**



Originals

Sizes And Weights Of Recommended Originals

❖ **Metric version**

Where original is set	Original Size	Original Weight
Exposure glass	Up to A3	--
Document feeder	1-sided originals: A3 – B6	52 – 128 g/m^2
	2-sided originals: A3 – A5	52 – 105 g/m^2
	Thin Paper mode: A3 – B6	41 – 128 g/m^2

❖ **Inch version**

Where original is set	Original Size	Original Weight
Exposure glass	Up to 11" × 17"	--
Document feeder	1-sided originals: 11" × 17" – 5 1/2" × 8 1/2"	14 – 34 lb
	2-sided originals: 11" × 17" – 5 1/2" × 8 1/2"	14 – 28 lb
	Thin Paper mode: 11" × 17" – 5 1/2" × 8 1/2"	11 – 34 lb

Non-recommended originals for the document feeder

Setting the following originals in the document feeder might cause paper misfeeds or damage to the originals. Set these originals on the exposure glass.

- Originals other than those specified in ⇒ P.18 *"Sizes And Weights Of Recommended Originals"*
- Stapled or clipped originals
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper

- Originals with perforated lines
- Originals with indexes, tags, or other projecting parts
- Sticky originals such as translucent paper
- Thin original that has low stiffness
- Originals of inappropriate weight ⇒ P.18 *"Sizes And Weights Of Recommended Originals"*
- Bound originals such as books
- Transparent originals such as OHP transparencies or translucent paper

Sizes Difficult To Detect

It is difficult for the machine to detect the sizes of the following originals, so select the paper size manually.

- Originals with indexes, tags, or other projecting parts
- Transparent originals such as OHP transparencies or translucent paper
- Dark originals with many letters and drawings
- Originals which partially contain solid image
- Originals which have solid image at their edges
- Originals other than those (with ❍) in the table below. See ⇒ P.19 *"Sizes detectable by the Auto Paper Select"*.

Sizes detectable by the Auto Paper Select

❖ **Metric version**

Size / Place of original	A3	B4	A4	B5	A5	B6	11 " × 17"	11 " × 15"	8 1/2" × 14"	8 1/2" × 11"	5 1/2" × 8 1/2"	8 1/2" × 13" *1
Exposure glass	❍	❍	❍	❍	×	×	×	×	×	×	×	❍
Document feeder	❍	❍	❍	❍	❍	❍	❍	❍	×	❍	×	❍

*1 You can select from 8 1/2" × 13", 8 1/4" × 13" and 8" × 13" using the user tool (system settings). See "<F/F4> Size Setting" of the "System Settings" manual.

1

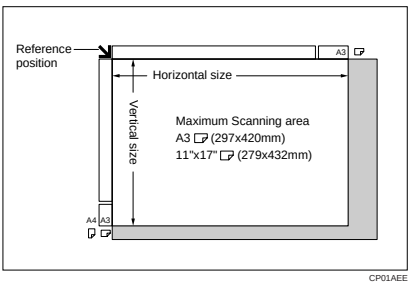
❖ Inch version

Size / Place of original	A3	B4	A4	B5	A5	B6	11"× 17"	11"× 15"	8 1/2" × 14"	8 1/2" × 11"	5 1/2" × 8 1/2"	8 1/2" × 13" *1
Exposure glass	×	×	×	×	×	×	❍	×	❍	❍	×	×
Document feeder	×	×	❍	×	×	×	❍	❍	❍	❍	❍	❍

*1 You can select from 8 1/2" × 13", 8 1/4" × 13" and 8" × 13" using the user tool (system settings). See "<F/F4> Size Setting" of the "System Settings" manual.

Original Sizes And Scanning Area/Missing Image Area

❖ Exposure glass



Limitation

❒ Even if you correctly set originals in the document feeder or on the exposure glass, 3 mm, 0.1" margins on all four sides might not be copied.

Copy Paper

Recommended Paper Sizes And Types

The following limitations apply to each tray:

	Metric version	Inch version	Paper weight	Paper capacity
Tray 1 *1 (With a separator as Tandem tray.)	A4 ▯, B5 ▯, 8 1/2" × 11" ▯ **Note** ❒ You have to specify paper size using the user tools. See ⇒ P.182 *"Changing The Paper Size"*.		52 – 128 g/m², 14 – 34 lb	500 + 500 sheets
Tray 1 *1 (Without a separator in the tray.)	A3▭, B4▭, A4 ▯ ▭, B5 ▯ ▭, 11" × 17"▭, 8 1/2" × 14"▭, 8 1/2" × 11" ▯ ▭		52 – 128 g/m², 14 – 34 lb	500 sheets
Tray 2	A3▭, (B4▭), A4 ▯ ▭, (B5 ▯ ▭), A5 ▯, (11" × 17"▭), (8 1/2" × 14"▭), (8 1/2"× 11"▭), (8 1/2" × 13" ▯), 8 1/2" × 13"▭, (8" × 10 1/2" ▭), (8" × 10"▭), (8" × 13"▭), 8 1/4" × 13"▭, (10" × 14"▭), (11"× 15"▭), (5 1/2" × 8 1/2" ▯) **Note** ❒ You have to specify the paper size with the user tools when selecting paper sizes in parentheses. See ⇒ P.182 *"Changing The Paper Size"*.	(A3▭), (B4▭), (A4 ▯ ▭), (B5 ▯ ▭), (A5 ▯), 11" × 17"▭, 8 1/2" × 14"▭, 8 1/2" × 11" ▯ ▭, (8 1/2" × 13"▭), 8" × 10 1/2" ▭, 8" × 10"▭, 8" × 13"▭, (8 1/4" × 13"▭), 10" × 14"▭, 11" × 15"▭, 5 1/2" × 8 1/2" ▯ **Note** ❒ You have to specify the paper size with the user tools when selecting paper sizes in parentheses. See ⇒ P.182 *"Changing The Paper Size"*.	52 – 128 g/m², 14 – 34 lb	550 sheets
1500-sheet LCT *1	B4▭, A4 ▯ ▭, B5 ▯ ▭, 8 1/2" × 14"▭, 8 1/2" × 11" ▯ ▭		52 – 128 g/m², 14 – 34 lb	1,500 sheets

		Metric version	Inch version	Paper weight	Paper capacity
Bypass tray *3 *4 *6	Standard size	A3□, A4□, A5□, 8" × 13"□	A3□, 11" × 17"□, 8 1/2" × 14"□, 8 1/2" × 11"□, 5 1/2" × 8 1/2"□	52 – 163 g/m², 14 – 90 lb	50 sheets
	Non-standard size *2	Vertical: 100 – 300 mm Horizontal: 148 – 432 mm	Vertical: 4.0" – 11.7" Horizontal: 6.0" – 17.0"	52 – 163 g/m², 14 – 90 lb	1 sheet
		Postcards, adhesive labels, translucent paper, OHP transparencies *5			

*1 The paper tray fence is fixed. If you wish to change the size of paper set in this tray, please contact your service representative.

*2 If you wish to copy onto non-standard size paper, set the paper in the Bypass Tray and specify the size. See ⇒ P.59 *"Copying From The Bypass Tray"*.

*3 If you wish to copy onto OHP transparencies or thick paper, select OHP or Thick Paper mode. See ⇒ P.62 *"When copying onto OHP transparencies or thick paper"* .

*4 Note that you cannot copy onto thick paper or OHP transparencies when "Face-Up/Down selection in Bypass Mode" is set to "Face Up Exit." Use standard high-quality paper with a weight of 52 – 128 g/m² (14 – 34 lb) instead. See "Face-up/Down selection in Bypass Mode" in ⇒ P.212 *"Count Manager"*

*5 Always set one sheet at a time. See ⇒ P.59 *"Copying From The Bypass Tray"*.

*6 When setting copy paper, make sure the stack height does not exceed the limit mark. The maximum number of sheets you can set at once depends on the paper thickness and condition.

Important

❒ If you use damp or curled paper, a misfeed might occur. In such a case, try turning over the paper stack in the paper tray. If there is no improvement, change to copy paper with less curl.

Note

❒ When you use the bypass tray, be sure to set the copy paper direction to □.

❒ Post cards should be fed from the bypass tray.

❒ If you load paper of the same size and in the same direction in two or more trays, the machine automatically shifts to another tray when the tray in use runs out of paper. This function is called Auto Tray Switch. (If you put recycled paper or special paper in paper trays using the Special Paper Indicate menu, this function is not available to these trays unless their settings are identical.) This saves interrupting a copy run to replenish paper even when you make a large number of copies. You can cancel this setting. See "Auto Paper Select", and "Auto Tray Switching" of the "System Settings" manual, and "Bypass Tray: Special paper Indication" of the "System Settings" manual.

Reference

If you want to add paper, see ⇒ P.166 *"B Loading Paper"*.

If you want to change the paper size, see ⇒ P.182 *"Changing The Paper Size"*.

Non-recommended Paper

⚠ ***CAUTION:***

- *Do not reuse stapled paper. Do not use aluminum foil, carbon-containing paper or other conductive paper. Otherwise, a fire might occur.*

Important

❒ Do not use paper with any kind of coating as follows. Otherwise, a fault might occur.
- Thermal fax paper
- Art paper
- Aluminum foil
- Carbon paper
- Conductive paper
- Colored OHP transparencies
- Paper with perforated lines
- Hemmed paper

❒ Do not use copy paper that has been already copied on. Otherwise, a fault might occur.

Note

❒ Do not use the following type of paper because a paper misfeed might occur.
- Bent, folded, or creased paper
- Torn paper
- Slippery paper
- Perforated paper
- Rough paper
- Thin paper that has low stiffness
- Paper with much paper dust on its surface

❒ If you make a copy on rough grain paper, the copy image might be blurred.

❒ Do not use paper which has been copied or printed on.

Paper Storage

Note

❒ When storing paper, the following precautions should always be followed:

- Do not store paper where it will be exposed to direct sunlight.
- Avoid storing paper in humid areas (humidity: 70 % or less).
- Store on a flat surface.

❒ Keep open reams of papers in the package, and store as you would unopened paper.

❒ Under high temperature and high humidity, or low temperature and low humidity conditions, store papers in a vinyl bag.

Toner

Handling Toner

⚠ ***WARNING:***

- ***Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of the used toner containers according to local regulations for plastics.***

⚠ ***CAUTION:***

- *Do not eat or swallow toner.*
- *Keep toner (used or unused) and toner containers out of reach of children.*

⚠ ***CAUTION:***

- *This machine has been tested for safety using this supplier's parts and consumables. We recommend you only use these specified supplies.*

Important

❒ If you use toner other than that recommended, a fault might occur.

Reference

If you want to add toner, see ⇒ P.172 *"D Adding Toner"*.

Toner Storage

Note

❒ When storing toner, the following precautions should always be followed:

- Store toner containers in a cool, dry place free from direct sunlight.
- Do not store toner where it will be exposed to heat.
- Do not eat or swallow toner, and keep it out of reach of children.
- Store on a flat surface.

Used Toner

Note

❒ Used toner cannot be re-used.

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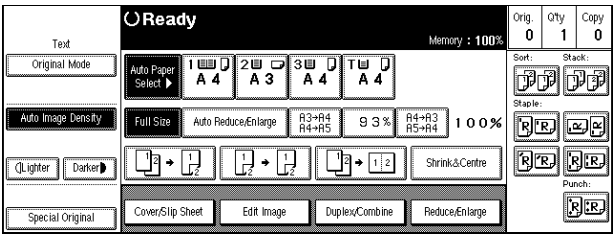
Basic Procedure

1 **Make sure that the machine is in Copy mode.**



2 **When the machine is set for user code, enter the user code with the 【Number】 keys and then press the 【#】 key.**

Reference

See ⇒ P.68 *"User Codes"*.

3 **Make sure that there are no previous settings remaining.**

Note

❒ To clear settings, press the **【Clear Modes/Energy Saver】** key.

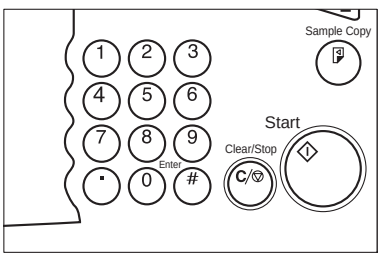
4 **Set your originals.**

Reference

See ⇒ P.29 *"Setting Originals"*.

5 **Set your desired settings.**

6 **Enter the number of copies required with the 【Number】 keys.**



Note

❒ The maximum copy quantity can be set between 1 and 999 (default: *999*). See "Maximum Copy Quantity" in ⇒ P.201 *"General Features 2/3"*.

❒ To change the number entered, press the 【Clear/Stop】 key and enter the new number.

7 Press the 【Start】 key.

The machine starts copying.

Note

❒ Usually, when you set a single original on the exposure glass or in the document feeder, the copied paper is delivered face-up. However, with some functions copies will be delivered face-down.

❒ You can specify to deliver copied paper either face up or face down. (Except for copying through the bypass tray) See "Platen Mode Exit" in ⇒ P.210 *"Input Output"*.

❒ To stop the machine during the multi-copy run, press the 【Clear/Stop】 key.

❒ To return the machine to the initial condition after copying, press the 【Clear Modes/Energy Saver】 key.

Auto Reset

The machine returns to its initial condition automatically after your job is finished, after a certain period of time. This function is called "Auto Reset".

Note

❒ You can change the Auto Reset time. See "Auto Reset" in ⇒ P.198 *"General Features 1/3"*.

Auto Off

The machine turns itself off automatically after your job is finished, after a certain period of time. This function is called "Auto Off".

Note

❒ You can change the Auto Off time. See "Auto Off Timer" of the "System Settings" manual.

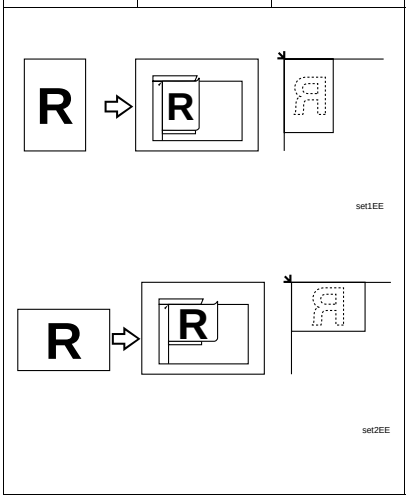
Setting Originals

Limitation

❒ Set the original after correction fluid and ink has completely dried. Not taking this precaution could mark the exposure glass and cause marks to be copied.

Note

❒ Basically the originals should be aligned to the rear left corner. However, some copy functions may produce different results depending on the direction of the originals. For details, see explanations of each function.

Originals	Set in the document feeder	Set on the exposure glass
		

Reference

See ⇒ P.18 *"Originals"*.

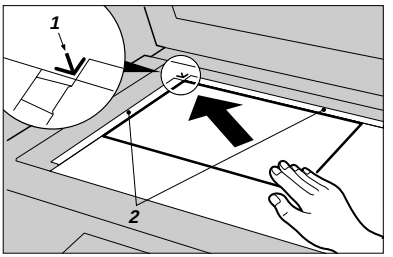
Setting Originals On The Exposure Glass

1 Lift the document feeder.

Note

❒ Be sure to open the document feeder by more than 30°, otherwise the original size might not be detected correctly.

2 Set the original face down on the exposure glass. The original should be aligned to the rear left corner.



1: Reference mark

2: Scale

Note

❒ Start with the first page to be copied.

3 **Lower the document feeder.**

Setting Originals In The Document Feeder

Note

❒ The last page should be on the bottom.

❒ Do not stack originals beyond the limit mark on the side fence of the document feeder.

❒ When copying thin originals (40 – 52 g/m^2 , 11 – 14 lb), set one original in the document feeder at a time or place it on the exposure glass to avoid damage due to a multi-sheet feed (if several sheets are fed together at the same time).

❒ The original might become dirty if it is written with a pencil or similar tools.

❒ Usually, one-sided originals are delivered to the ADF external tray, and two-sided originals to the ADF tray.

Reference

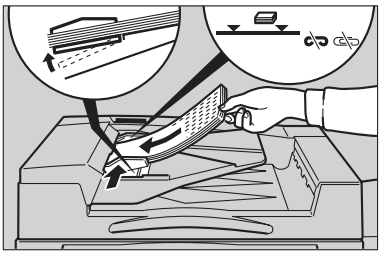
Regarding originals that the document feeder can handle, see ⇒ P.18 *"Originals"*.

Setting a stack of originals in the document feeder

1 **Adjust the guide to the original size.**

2 **Set the aligned originals face up into the document feeder.**

Setting a stack of originals is completed when the bottom plate rises.



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Important

❒ After the bottom plate of the document feeder rises, do not add or force in originals.

Note

❒ To avoid a multi-sheet feed, shuffle the originals before setting them in the document feeder.

❒ You can set the timing for the bottom plate of the document feeder to rise. See "ARDF Original Table Rise Time" in ⇒ P.210 *"Input Output"*.

Setting Special Originals

When using Batch (SADF), Mixed Sizes or Thin mode

Batch (SADF) mode

Up to 100 standard originals can be set in the document feeder at a time. If there are more than 100 originals, set Batch (SADF) mode so that originals can be fed automatically without pressing the【Start】key each time they are set in the document feeder.

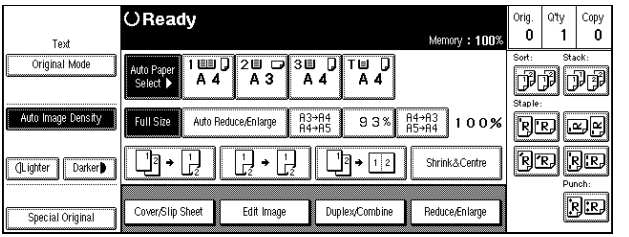
Important

❒ When setting special originals such as translucent paper, set them one by one.

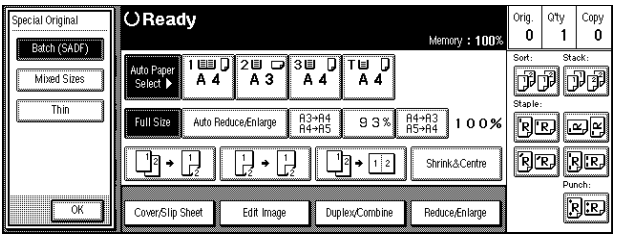
Note

❒ In Batch (SADF) mode, even when one original is set in the document feeder, the original is automatically fed each time it is set.

1 **Touch the [Special Original] key.**



2 **Touch the [Batch (SADF)] key.**



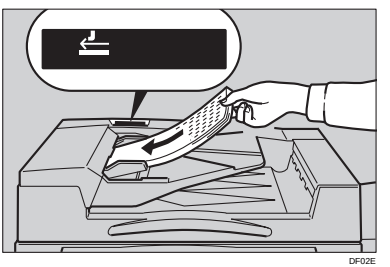
3 **Touch the [OK] key.**

4 **Set your originals, then press the 【Start】 key.**

The Auto Feed indicator is lit.

5 **After all the previously set originals are fed, set the next originals while the Auto Feed indicator is lit.**

The second and subsequent originals can be fed automatically without pressing the 【Start】 key.



Note

❒ When the Sort, Combine or Duplex function has been set, press the 【#】 key at the end of setting the originals.

❒ You can change the lighting-up time of the **Auto Feed** indicator. See "Batch (SADF) Auto Reset Time" in ⇒ P.210 *"Input Output"*.

Mixed sizes mode

When originals of different sizes are set on the document feeder at a time, the machine automatically checks the size of the originals and makes copies.

Limitation

❒ When setting originals of different sizes on the document feeder and making copies without using Mixed sizes mode, parts of the original image might not be copied.

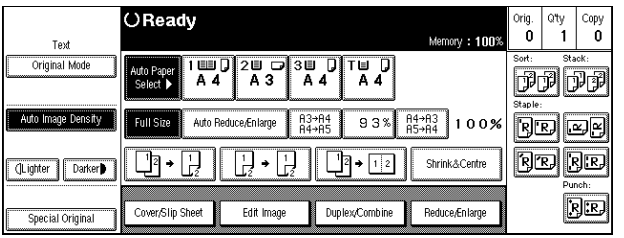
❒ The weight of originals that can be set with this function is 52 – 81 g/m^2, 14 – 20 lb.

❒ The paper sizes that can be set with this function are as follows:

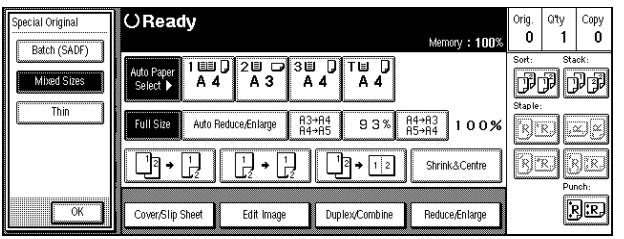
Metric version	A3 ⊐, B4 ⊐, A4 ⊐⊐, B5 ⊐⊐
Inch version	11" × 17"⊐, 8^1/$_2$" × 14"⊐, 8^1/$_2$" × 11" ⊐⊐, 5^1/$_2$" × 8^1/$_2$"⊐⊐

❒ For smaller originals, the copy image might be slanted since the originals might not be correctly aligned with the original guide.

1 **Touch the [Special Original] key.**

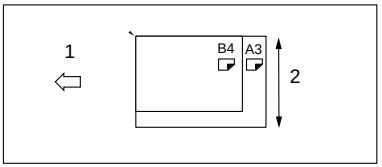


2 **Touch the [Mixed Sizes] key.**



3 **Touch the [OK] key.**

4 **Align the rear and left edges of the originals as shown in the illustration.**



2

1: Set into the document feeder (ADF).

2: Vertical size

Important

❒ If the originals are of different vertical sizes, put the longer original on the bottom; otherwise the original size might not be detected correctly.

5 **Adjust the guide to the widest original size.**

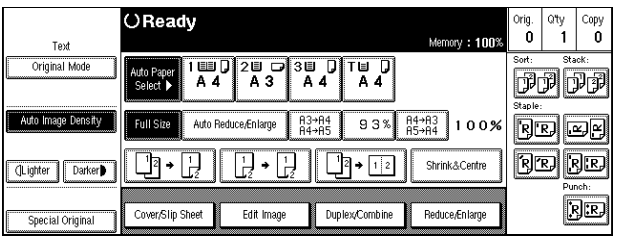
6 **Set the aligned originals face up into the document feeder.**

Thin mode

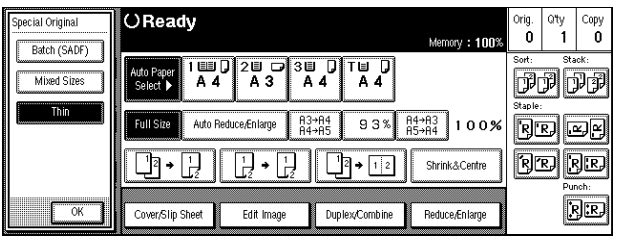
Important

❒ Set to Thin mode when you place thin paper into the document feeder; otherwise your originals might be damaged.

1 **Touch the [Special Original] key.**



2 **Touch the [Thin] key.**



3 **Touch the [OK] key.**

Basic Functions

The following basic functions are explained in this section.

❖ **Adjusting Copy Image Density**
Auto and Manual Image Density

❖ **Selecting Original Type Setting**
Text, Text·Photo, Photo, Pale, Generation Copy

❖ **Selecting Copy Paper**
Auto Paper Select and Manual Paper Select

❖ **Auto Reduce/Enlarge**
The machine can choose an appropriate reproduction ratio based on the paper and original sizes you select.

Note

❒ You can select functions to be activated when Auto Reset is turned on, when Energy Saver is turned off, or after the machine is powered on. See ⇒ P.198 *"General Features 1/3"*.

❒ You can change default settings for basic functions. See ⇒ P.198 *"Settings You Can Change With The User Tools"*.

Adjusting Copy Image Density

You can adjust the copy image density to match your originals.

There are three types in this function:

❖ **Auto Image Density**
The machine automatically adjusts the image density.

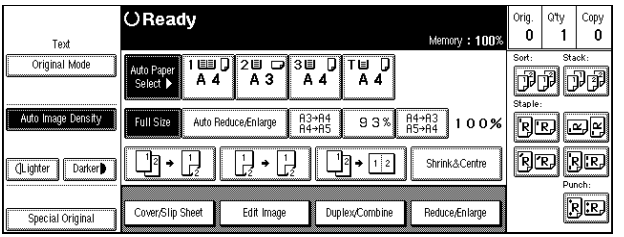
❖ **Manual Image Density**
If you require darker or lighter copies, adjust the image density yourself.

❖ **Combined Auto and Manual Image Density**
Use when copying originals with a dirty background (such as newspapers). You can adjust the foreground density while leaving the background unchanged.

1 **Select one of Image Density modes.**

Auto Image Density

❶ **Make sure that the [Auto Image Density] key is selected.**



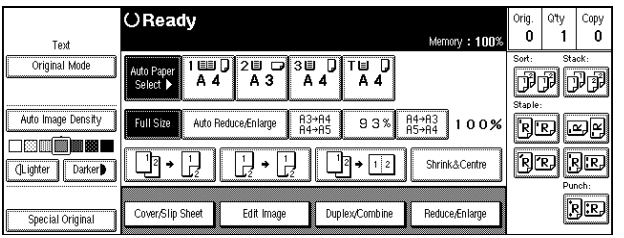
Note

❒ If not, touch the **[Auto Image Density]** key.

Manual Image Density

❶ **Touch the [Auto Image Density] key to cancel it.**

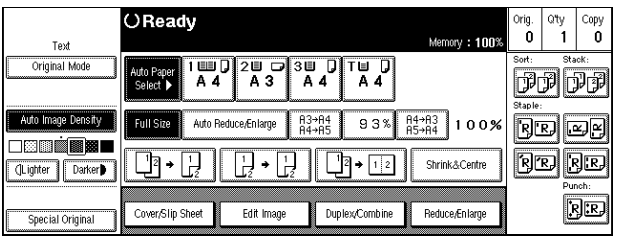
❷ **Touch the [Lighter] or [Darker] key to adjust the image density.**



Combined Auto and Manual Image Density

❶ **Make sure that the Auto Image Density is selected.**

❷ **Touch the [Lighter] or [Darker] key to adjust the density.**



Selecting Original Type Setting

Select one of the following types to match your originals:

❖ **Text**
Select this mode when your originals contain only letters (no pictures).

❖ **Text·Photo**
Select Text·Photo when your originals contains photographs or pictures with letters.

❖ **Photo**
Delicate tones of photographs and pictures can be reproduced with this mode.

❖ **Pale**
Select this mode for originals that have lighter lines written in pencil, or for faint copied slips. The faint lines will be clearly copied.

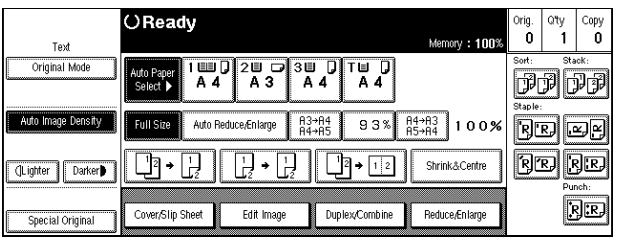
❖ **Generation Copy**
If your originals are copies (generation copies), the copy image can be reproduced sharply and clearly.

Note

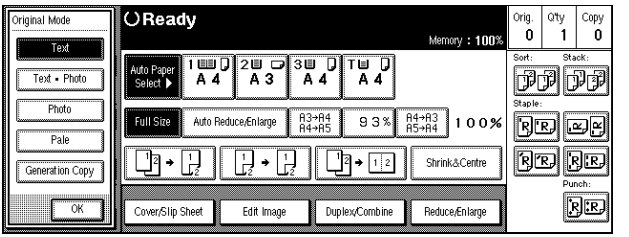
❒ You can directly display the original type keys on the copy original display. See "Original Mode Display" in ⇒ P.198 *"General Features 1/3"*.

❒ You can adjust the quality level for each original type. See "Original Mode Quality Level" in ⇒ P.198 *"General Features 1/3"*.

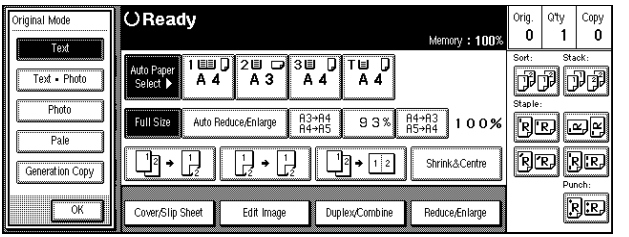
1 **Touch the [Original Mode] key.**



2 **Select the original types.**



3 **Touch the [OK] key.**



Note

❒ If no other functions are to be set, press the 【**Start**】 key to start copying.

Selecting Copy Paper

There are two ways to select copy paper:

❖ **Auto Paper Select**

The machine selects a suitable size of copy paper automatically based on the original size and the reproduction ratio. ⇒ P.41 *"Rotated Copy"*.

❖ **Manual Paper Select**

Choose the tray containing the paper you wish to copy onto: Paper Tray, Bypass Tray or Large Capacity Tray (LCT).

Reference

See ⇒ P.59 *"Copying From The Bypass Tray"*.

Limitation

❒ The machine cannot auto-select trays that you have designated as "Thin" or "Special Paper" using the Special Paper Indication function. Therefore, if all trays designated as "Thin" or "Special Paper", the Auto Paper Select function is not available. Refer to the "Paper Size Setting" section of the "System Settings" manual for more details.

Note

❒ When you use Auto Paper Select, refer to the following table for possible copy paper sizes and directions. (if the ratio is 100 %)

❖ **Metric version**

Where original is set	Paper size and direction
Exposure glass	A3 ⬓, B4 ⬓, A4 ⬓⬓, B5 ⬓⬓, 8 1/2" × 13" ⬓ *1
Document feeder	A3 ⬓, B4 ⬓, A4 ⬓⬓, B5 ⬓⬓, A5 ⬓⬓, B6 ⬓⬓, 11" × 17" ⬓, 11" × 15" ⬓, 8 1/2" × 11" ⬓⬓, 8 1/2" × 13" ⬓ *1

*1 You can select from 8 1/2" × 13", 8 1/4" × 13" and 8" × 13" using the user tool (system settings). See "<F/F4> Size Setting" of the "System Settings" manual.

❖ **Inch version**

Where original is set	Paper size and direction
Exposure glass	11" × 17" ⬓, 8 1/2" × 14" ⬓, 8 1/2" × 11" ⬓⬓
Document feeder	A4 ⬓⬓, 11" × 17" ⬓, 11" × 15"⬓, 8 1/2" × 14" ⬓, 8 1/2" × 11" ⬓⬓, 5 1/2" × 8 1/2" ⬓⬓, 8 1/2" × 13" ⬓ *1

*1 You can select from 8 1/2" × 13", 8 1/4" × 13" and 8" × 13" using the user tool (system settings). See "<F/F4> Size Setting" of the "System Settings" manual.

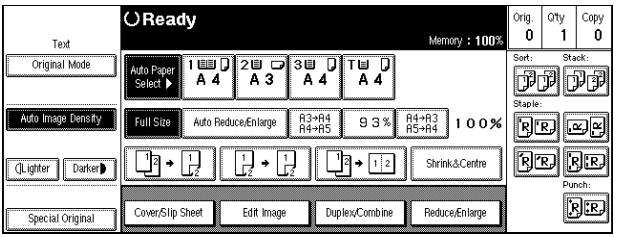
❒ For some originals, the original size might not be detected correctly. See ⇒ P.19 *"Sizes Difficult To Detect"*.

❒ When you set special paper, such as recycled paper, in the paper tray, you can have the kind of paper shown on the display. See "Bypass Tray: Special Paper Indication" of the "System Settings" manual.

1 **Select the copy paper.**

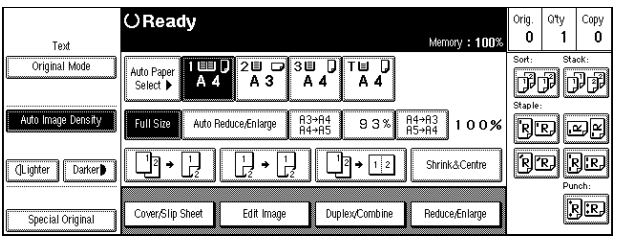
Auto Paper Select

❶ **Make sure that the [Auto Paper Select] key is selected.**



Manual Paper Select

❶ **Select the paper tray, bypass tray or LCT.**

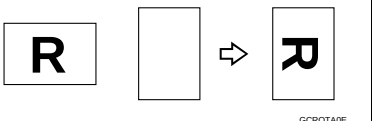


Note

❒ When selecting the bypass tray, open the bypass tray.

Rotated Copy

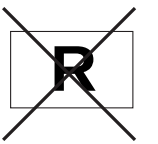
If the direction in which your original is set (landscape or portrait) is different from the paper you are copying onto, this function rotates the original image by 90° and fits it on the copy paper. This function works when Auto Paper Select or Auto Reduce/Enlarge are selected. See ⇒ P.39 *"Auto Paper Select"* and ⇒ P.43 *"Auto Reduce/Enlarge—Having The Machine Choose The Reproduction Ratios"*.

Original orientation	Paper orientation	Rotates the image and copies it
		

2

Limitation

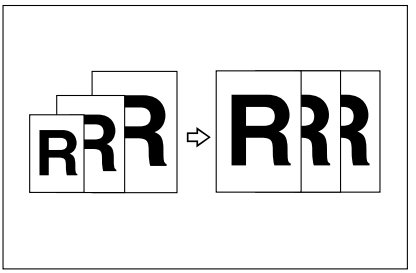
- ❒ You cannot use the Rotated Copy function with Auto Paper Select if the Auto Tray Switching setting in the user tools is set to "NO". Refer to the "Auto Tray Switching" section of the "System Settings" manual.
- ❒ You cannot use the Rotated Copy function when enlarging onto B4 or A3 size paper. In this case, set your original in the landscape direction.

	Original Size and Direction			Copy Paper Size and Direction	
You cannot rotate:	A4, B5, or A5 portrait		when enlarging to →	B4, A3	
However, you can rotate:	A4, B5, or A5 landscape		when enlarging to →	B4, A3	

- ❒ You cannot use the Rotated Copy function when "Top Slant" or "2 Staples" is selected for stapling or if Punch function is selected. If you try, a "Check paper size and direction" message is displayed. See ⇒ P.51 *"Staple"* and ⇒ P.56 *"Punch"*.

Auto Reduce/Enlarge—Having The Machine Choose The Reproduction Ratios

The machine can choose an appropriate reproduction ratio based on the paper and original sizes you select.



Limitation

❒ You cannot use the bypass tray with this function.

Note

❒ When you use Auto Reduce/Enlarge, refer to the following table for possible original sizes and directions:

❖ **Metric version**

Where original is set	Original size and direction
Exposure glass	A3 ⬓, B4 ⬓, A4 ⬓⬓, B5 ⬓⬓, $8^1/_2$" × 13" ⬓ *1
Document feeder	A3 ⬓, B4 ⬓, A4 ⬓⬓, B5 ⬓⬓, A5 ⬓⬓, B6 ⬓⬓, 11" × 17" ⬓, 11" × 15" ⬓, $8^1/_2$" × 11" ⬓⬓, $8^1/_2$" × 13" ⬓ *1

*1 You can select from $8^1/_2$" × 13", $8^1/_4$" × 13" and 8" × 13" using the user tool (system settings). See "<F/F4> Size Setting" of the "System Settings" manual.

❖ **Inch version**

Where original is set	Original size and direction
Exposure glass	11" × 17" ⬓, $8^1/_2$" × 14" ⬓, $8^1/_2$" × 11" ⬓⬓
Document feeder	A4 ⬓⬓, 11" × 17" ⬓, 11" × 15" ⬓, $8^1/_2$" × 14" ⬓, $8^1/_2$" × 11" ⬓⬓, $5^1/_2$" × $8^1/_2$" ⬓⬓, $8^1/_2$" × 13" ⬓ *1

*1 You can select from $8^1/_2$" × 13", $8^1/_4$" × 13" and 8" × 13" using the user tool (system settings). See "<F/F4> Size Setting" of the "System Settings" manual.

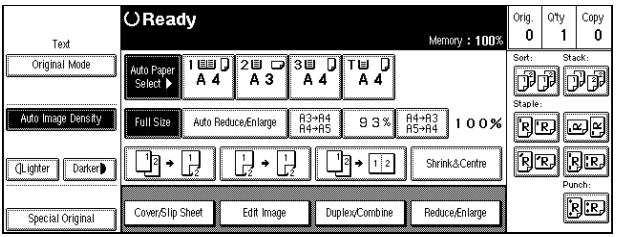
❒ The reproduction ratios the machine will select are 32–400 %.

❒ For some originals, the original size might not be detected correctly. See ⇒ P.19 *"Sizes Difficult To Detect"*.

❒ You can set originals of different sizes in the document feeder at a time. See ⇒ P.33 *"Mixed sizes mode"*.

2

1 **Touch the [Auto Reduce/Enlarge] key.**



2 **Select the paper tray.**

Sort/Stack/Staple

The machine can scan your originals into memory and automatically sort the copies.

❖ **Sort**

- Sort
- Rotate Sort (This mode cannot be selected when the Finisher is installed.)

❖ **Stack (optional finisher required)**

- Stack
  (the optional finisher required)

❖ **Staple (the optional finisher required)**

- Top

- Top Slant

- Bottom

- 2 Staples

Limitation

❒ Once copying has started, the only copy setting you can change is Image Density.

❒ You cannot use the bypass tray with this function.

Note

❒ The maximum tray capacity is as follows. When the number of copies exceeds the tray capacity, remove copies from the tray.

❖ **Metric version**

Output tray	• B4 or larger: 250 sheets (80 g/m^2) • A4 or smaller: 500 sheets (80 g/m^2)
Finisher	Proof tray (Without punch): • B4 or larger: 50 sheets (80 g/m^2) • A4 or smaller: 250 sheets (80 g/m^2)
	Shift tray (Without punch): • Except A4: 1,500 sheets (80 g/m^2) • A4: 3,000 sheets (80 g/m^2)

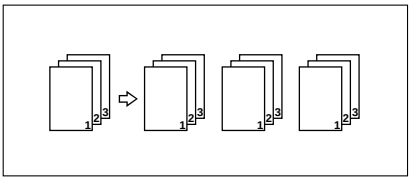
❖ **Inch version**

Output tray	• $8\frac{1}{2}$" × 14" or larger: 250 sheets (20 lb) • $8\frac{1}{2}$" × 11" or smaller: 500 sheets (20 lb)
Finisher	Proof tray (Without punch): • $8\frac{1}{2}$" × 14" or larger: 50 sheets (20 lb) • $8\frac{1}{2}$" × 11" or smaller: 250 sheets (20 lb)
	Shift tray (Without punch): • Except $8\frac{1}{2}$" × 11": 1,500 sheets (20 lb) • $8\frac{1}{2}$" × 11": 3,000 sheets (20 lb)

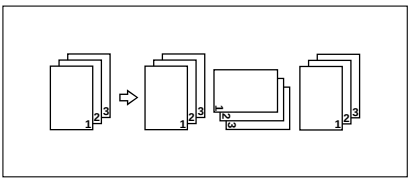
Sort—Sorting Into Sets (123, 123, 123)

Copies can be assembled as sets in sequential order.

❖ **Sort**



❖ **Rotate Sort**



There are two types in the Sort function:

❖ **Sort**

Copies can be assembled as sets in sequential order.

Note

❒ The paper sizes that can be used in Sort function are as follows:

Metric version	A3□, B4□, A4□□, B5□□
Inch version	11" × 17" □, $8^1/_2$" × 14" □, $8^1/_2$" × 11" □□

❒ When the optional finisher is installed, the shift tray moves backward or forward each time the copies of one set or those of each job are delivered, causing the next copy to shift when delivered so that you can tell the division of each set or job.

Reference

For the paper capacity of the optional finisher, see ⇒ P.51 *"Staple"*.

❖ **Rotate Sort**

Every other copy set is rotated by 90°□□ and delivered to the copy tray.

Note

❒ This mode cannot be selected when the optional finisher is installed.

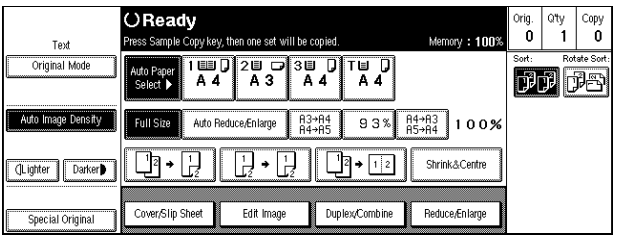
❒ The paper sizes that can be used in Rotate Sort function are as follows:

Metric version	A4 , B5
Inch version	$8^1/_2$" × 11"

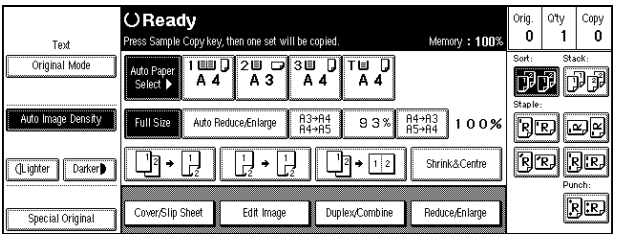
❒ To use the Rotate Sort function, two paper trays identical in size and different in direction ( ) are required.

1 **Touch the [Sort] or [Rotate Sort] key.**

❖ **When the finisher is not installed**



❖ **When the finisher is installed**



Note

❒ When the optional finisher is installed, **[Rotate Sort]** is not displayed.

2 **Enter the number of copy sets with the 【Number】 keys.**

Limitation

❒ The maximum number of sets is 999.

3 **Set your originals, then press the 【Start】 key.**

When setting a stack of originals in the document feeder

❶ **Set a stack of originals in the document feeder, then press the 【Start】 key.**
After all the originals are scanned, the copies are delivered to the tray.

Note

❒ The last page should be on the bottom.

❒ If an original is misfed during sorted copying, reset your originals in the document feeder according to the instruction on the display. The display will indicate the number of scanned originals.

When setting an original on the exposure glass or in the document feeder using Batch (SADF) mode

Reference

⇒ P.31 *"Batch (SADF) mode"*.

❶ Set the original, then press the【Start】key.

Note

❒ Start with the first page to be copied.

❷ Set the next original, then press the【Start】key.

Note

❒ Set the original in the same direction as the first one.

❸ After all originals are scanned, press the【#】key.

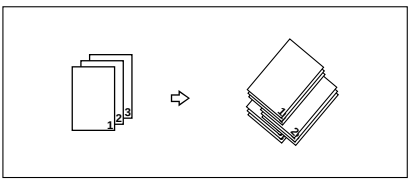
❹ Press the【Start】key.

The copies are delivered to the tray.

Stack—Stacking Together All Copies Of A Page (111, 222, 333)

Copies can be assembled with each page set.

❖ Stack



❖ Stack (optional finisher required)

Every other page set is shifted for ease of separation. The shift tray of the finisher provides this function by sliding from side to side.

Note

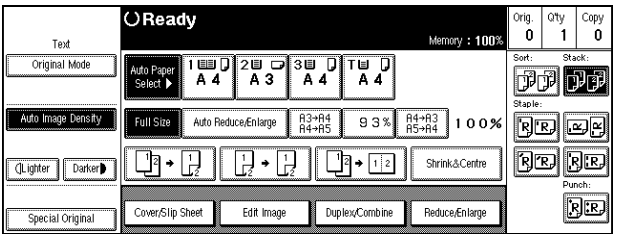
❒ The sizes that can be used in this function are as follows:

Metric version	A3□, B4□, A4□□, B5□□
Inch version	11" × 17" □, $8^1/_2$" × 14" □, $8^1/_2$" × 11"□□

Reference

For the maximum tray capacity of the optional finisher, see ⇒ P.226 *"Finisher (Option)"*.

1 **Touch the [Stack] key.**



2 **Enter the number of copies with the [Number] keys.**

3 **Set your originals.**

When setting a stack of originals in the document feeder

❶ **Set a stack of originals in the document feeder, then press the [Start] key.**

After all the originals are scanned, the copies are delivered to the tray.

Note

❒ The last page should be on the bottom.

When setting an original on the exposure glass or in the document feeder using Batch (SADF) mode

Reference

See ⇒ P.31 *"Batch (SADF) mode"*.

❶ **Set the original, then press the [Start] key.**

Note

❒ Start with the first page to be copied.

❷ **Set the next original, then press the [Start] key.**

Note

❒ Set the original in the same direction as the first one.

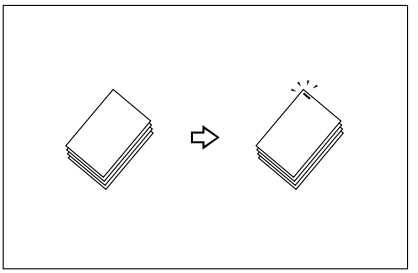
❸ **After all originals are scanned, press the [Start] key.**

The copies are delivered to the tray.

Staple

The optional finisher is required to use this function.

Each copy set can be stapled together.



Limitation

❒ You cannot use the following paper in this function:

- Post cards
- Translucent paper
- OHP transparencies
- Adhesive labels
- Curled paper
- Low stiffness paper
- Paper of different sizes

Note

❒ For this mode, the following limitation applies. When the number of copies exceeds the tray capacity, copying stops. In this case, remove the copies from the shift tray and then resume copying.

❖ **Metric version**

	With finisher
Paper size	A3□, B4□, A4□□, B5□□
Stapler capacity	(without punch) • A4 or smaller: 50 sheets (80 g/m^2) • B4 or larger: 30 sheets (80 g/m^2)
Shift tray capacity (A4□) *1	3,000 sheets (80 g/m^2)

*1 Depending on the number of sheets to be stapled and whether sheets have punch holes or not, the maximums tray capacity might be reduced.

❖ **Inch version**

	With finisher
Paper size	11" × 17"□, 8 1/2" × 14"□, 8 1/2" × 11"□□, 5 1/2" × 8 1/2"□□
Stapler capacity	(without punch) • 8 1/2" × 11" or smaller: 50 sheets (20 lb) • 8 1/2" × 14" or larger: 30 sheets (20 lb)
Shift tray capacity (8 1/2" × 11"□) *1	3,000 sheets (20 lb)

*1 Depending on the number of sheets to be stapled and whether sheets have punch holes or not, the maximums tray capacity might be reduced.

❒ In the following cases, the copies will be delivered to the shift tray without stapling.

- When the number of copies for one set is over the stapler capacity.
- When memory reaches 0 % during copying.

❒ When you select Staple, Sort mode is automatically selected.

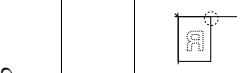
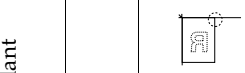
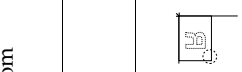
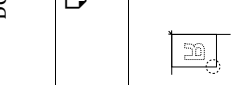
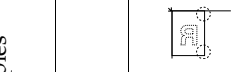
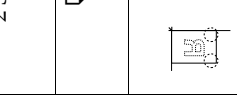
Reference

If you want to add staples, see ⇒ P.185 "*Adding Staples*".

When staple is jammed, see ⇒ P.188 "*Removing Jammed Staples*".

Stapling position and original setting

When there is copy paper that is identical in size and direction as your original, stapling positions are as follows:

		Original setting			Stapling position
			Exposure glass	Document Feeder	
STAPLEAE	Top				
*1 STAPLEBE	Top Slant				
STAPLECE	Bottom				
					
*1 STAPLEDE	2 Staples				
					

*1 Original images are not rotated. When selecting these stapling positions, set the originals in the same direction as copy paper is set.

Note

❒ You cannot change stapling positions during copying.

❒ When the original image is rotated, the stapling direction turns by 90°.

❒ With **[Top]** or **[Bottom]** selected at the stapling position, if no paper oriented in the same direction as the original is available, the image will be rotated and the paper of the same size as the original but oriented in the different direction will be selected.

❒ The maximum original image size that can be rotated is as follows:

Metric version	A4
Inch version	$8^1/_2$" × 11"

❒ You cannot use the Rotated Copy function when "Top Slant" or "2 Staples" is selected. If you try, a "Check paper size and direction" message is displayed.

1 Select one of four stapling positions.

2 Enter the number of copy sets with the 【Number】 keys.

3 Set your originals, then press the 【Start】 key.

When setting a stack of originals in the document feeder

❶ Set a stack of originals in the document feeder, then press the 【Start】 key.

After all the originals are scanned, the copies are delivered to the tray.

Note

❒ The last page should be on the bottom.

When setting an original on the exposure glass or in the document feeder using Batch (SADF) mode

Reference

See ⇒ P.31 *"Batch (SADF) mode"*.

❶ Set the original, then press the 【Start】 key.

Note

❒ Start with the first page to be copied.

❷ Set the next original, then press the 【Start】 key.

Note

❒ Set the original in the same direction as the first one.

❸ After all originals are scanned, press the 【#】 key.

❹ Press the 【Start】 key.

The copies are delivered to the tray.

To stop scanning

When you are using the Sort, Stack, or Staple function, the originals are scanned into memory.

1 Press the [Clear/Stop] key.

To resume scanning

❶ Touch the [No] key.

Scanning is resumed.

Note

❒ Scanned images in memory are not cleared.

To clear scanned images of the originals

❶ Touch the [Yes] key.

Scanning is stopped with the images cleared.

When memory reaches 0 %

Scanning will be stopped if the size of scanned image data exceeds memory capacity.

Note

❒ There is enough memory to store approximate 200 to 650 originals of A4, $8\frac{1}{2}" \times 11"$ size. The number of originals that can be stored in memory varies depending on the memory setting and original type.

Reference

Scanning will stop when memory reaches 0 % during sorted copying. However, you can change this setting so that all the scanned pages are copied and delivered to the tray first, then the machine automatically continues scanning the remaining originals. See "Memory Full Auto Scan Restart" in ⇒ P.210 *"Input Output"*.

1 Press the [Start] key.

The scanned pages are delivered to the tray. Then, the image data in memory is cleared.

2 Remove the copies and continue copying by following the instructions on the display.

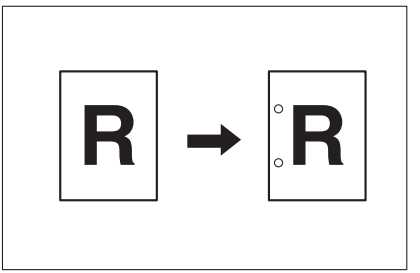
Punch

The optional finisher and punch kit are required to use this function.

The function is used to make punch holes in copies.

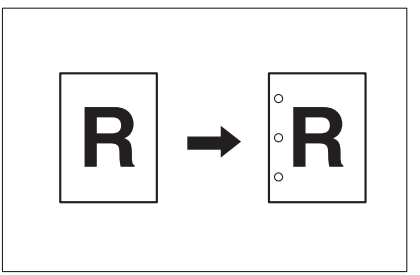
2

❖ **2 holes version**



PUNCH1

❖ **3 holes version**



PUNCHAE

Limitation

❒ You cannot use the Rotated Copy function if Punch function is selected. If you try, a "Check Paper size and direction" message is displayed. In this case, set your original in the same direction (landscape or portrait) as the copy paper.

Note

❒ Original setting directions and punch hole positions are as shown below.

❖ **Original setting directions and punch hole positions**

	Original setting direction			Punch hole positions
		Exposure glass	Document feeder	
2 holes	▯			
	▭			
3 holes	▯			
	▭			

❒ Punchable paper sizes are as follows:

Metric version	A3▭, B4▭, A4▯▭, B5▯▭, A5▯▭
Inch version	11" × 17"▭, $8^1/_2$" × 14"▭, $8^1/_2$" × 11"▯▭

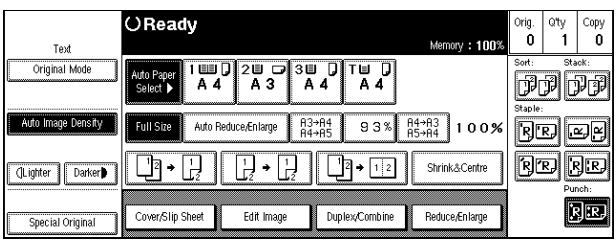
❒ Since punch holes are made in each copy, the punch hole positions vary slightly.

❒ The punch hole positions change according to the direction of the paper selected.

Reference

If the punch waste box is full, see ⇒ P.191 *"Removing Punch Waste"*.

1 **Touch the [Punch] key.**



Note

❒ When stapling copies, also select a stapling position. See ⇒ P.51 *"Staple"*.

2 **Set your originals, then press the 【Start】 key.**

Copying From The Bypass Tray

Use the bypass tray to copy onto OHP transparencies, adhesive labels, translucent paper, post cards, and copy paper that cannot be set in the paper tray.

Limitation

❒ When copying several originals using the bypass tray, copies are delivered face-up ("Face Up Exit") and in reverse order by default.

❒ Only change the setting to "Face Down Exit" if you are using high quality copy paper with a weight of 52 – 105 g/m^2 (14 – 28 lb). See "Face-up/Down Selection in Bypass Mode" in ⇒ P.212 *"Count Manager"*.

❒ If you try and have copies delivered face-down when copying onto other types of paper or adhesive labels, a paper jam may occur.

Note

❒ If you select "Face Down Exit" when only one original is set on the exposure glass or in the document feeder, you must set the "Face-Up/Down Selection in Bypass Mode" setting to "Face Down Exit" and the "Face Up/Down Selection in Platen Mode" setting to "Face Down Exit" with the User Tools. See "Face-Up/Down Selection in Bypass Mode" in ⇒ P.212 *"Count Manager"* and "Face-Up/Down Selection in Platen Mode" in ⇒ P.210 *"Input Output"*.

❒ The machine can automatically detect the following sizes as standard size copy papers:

Metric version	A3□, A4□, A5□, $8^1/_2$" × 13"□
Inch version	A3□, 11" × 17"□, $8^1/_2$" × 14"□, $8^1/_2$" × 11"□, $5^1/_2$" × $8^1/_2$" □

❒ If you do not use the standard size copy paper, you should input vertical and horizontal dimensions. The sizes that you can input are as follows:

Metric version	• Vertical: 100 – 300 mm • Horizontal: 148 – 432 mm
Inch version	• Vertical: 4.0" – 11.7" • Horizontal: 6.0" – 17.0"

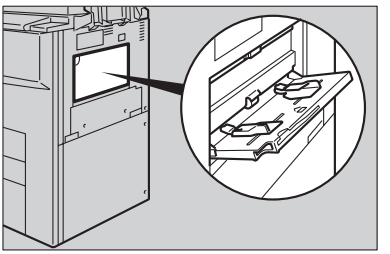
❒ To make copies onto OHP transparencies or thick paper exceeding 104.7 g/m^2, 28 lb, specify the paper type in ⇒ P.62 *"When copying onto OHP transparencies or thick paper"*.

Reference

For details about paper capacity of the bypass tray, see ⇒ P.21 *"Copy Paper"*.

2

1 **Open the bypass tray.**



TSPH070E

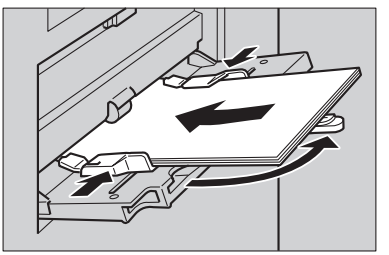
2 **Adjust the guides to copy paper size.**

Important

❒ If the guides are not flush with the copy paper, a skew image or paper misfeeds might occur.

3 **Lightly insert the copy paper face up until the beeper sounds.**

The ≡ indicator on the display is automatically selected.



TSPH060E

Note

❒ The face side of the paper set is copied on.

❒ Do not stack paper over the limit mark; otherwise a skew image or paper misfeeds might occur.

❒ If the beeper is turned off, lightly insert the copy paper until it stops. See "Operation Panel Beeper" of the "System Settings" manual.

❒ When the document feeder is open, set the direction of the copy paper to ▭.

❒ Swing out the extender to support larger size copy paper larger than A4▭, $8^1/_2$"×11"▭.

❒ Fan paper to get air between the sheets and avoid a multi-sheet feed.

❒ Before setting, adjust the paper if curled or warped.

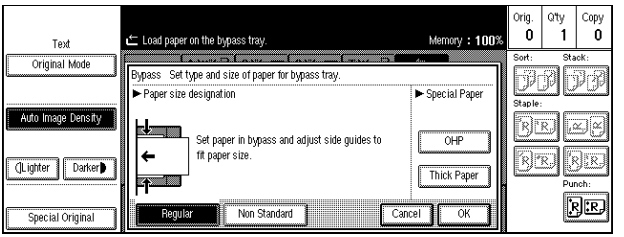
When copying onto size-unreadable standard size paper and non-standard size special paper

Important

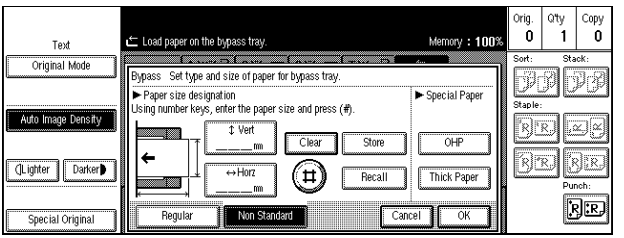
❒ You should specify the size of copy paper to avoid paper misfeeds.

❶ **Press the 【#】 key.**

❷ **Touch the [Non Standard] key.**



❸ **Touch the [Vert mm] key and enter the vertical size of the paper with the 【Number】 keys, then press the 【#】 key.**



Note

❒ To change the number entered, press the 【Clear/Stop】 key and enter the new number.

❹ **Touch the [Horzmm] key and enter the horizontal size of the paper with the 【Number】 keys, then press the 【#】 key.**

Note

❒ To change the number entered, press the 【Clear/Stop】 key and enter the new number.

❺ **To register the non-standard size entered, touch the [Store] key.**

Note

❒ Only one non-standard size can be stored.

❒ To recall the non-standard size stored, touch the **[Recall]** key.

❻ **Touch the [OK] key.**

4 **Set your originals, then press the 【Start】 key.**

When copying onto OHP transparencies or thick paper

To make copies onto OHP transparencies or thick paper, you need to specify the paper type.

Limitation

❒ When you select "OHP" or "Thick Paper", copy paper is delivered face-up even if you have set the "Face Up/Down Selection in Bypass Mode" setting to "Face Down Exit." See "Face-Up/Down Selection in Bypass Mode" in ⇒ P.212 *"Count Manager"*.

Note

❒ Select **[Thick Paper]** if the paper weight is more than 104.7 g/m^2 , 28 lb.

1 Open the bypass tray, and adjust the guides to the paper size.

Important

❒ If the guides are not flush with the copy paper, a skew image or paper misfeeds might occur.

2 Lightly insert the OHP transparencies or thick paper face up until the beeper sounds.

The ≡ indicator on the display is automatically selected.

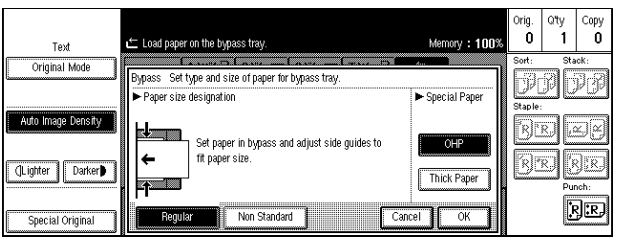
Note

❒ When you set a OHP transparencies, make sure that its front and back faces are properly positioned.

❒ To avoid paper misfeeds, shuffle a stack of paper before setting it in the tray.

3 Press the 【#】 key.

4 Select [OHP] or [Thick Paper].



5 Touch the [OK] key.

6 Set your originals and press the 【Start】 key.

Important

❒ When copying onto OHP transparencies, remove copied sheets one by one.

Program—Storing Your Copy Settings In Memory

You can store frequently used copy job settings in machine memory, and recall them for future use.

2

❖ **Storing Your Settings**
You can store your settings you frequently use.

❖ **Deleting A Program**
You can delete a stored program.

❖ **Recalling A Program**
You can recall a stored program.

Note

❒ You can store up to ten programs.

❒ You can select the standard mode or program No. 10 as the mode to be set when modes are cleared or reset is made, or immediately after the operation switch is turned on.

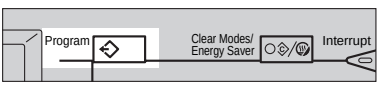
❒ Paper settings are stored based on paper size. So if you place more than one paper tray of a same size, the paper tray prioritized with the user tools will be selected first. See "Paper Tray Priority" in ⇒ P.198 *"General Features 1/3"*.

❒ Programs are not cleared by turning the power off or by pressing the **【Clear Modes/Energy Saver】** key. They are canceled only when you delete or overwrite them with another program.

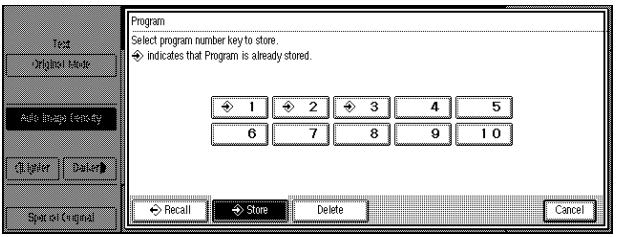
Storing Your Settings

1 **Edit the copy settings so that all functions you want to store in this program are selected.**

2 **Press the 【Program】 key.**



3 **Touch the [Store] key.**



4 **Touch the program number you want to store.**

When the settings are successfully stored, the → indicator appears.

Note

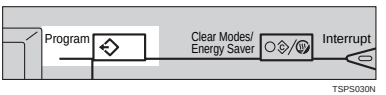
❒ Program numbers with → already have settings in them.

❒ If this program number is already being used, the machine will ask you if you wish to overwrite it - Touch the **[Yes]** or **[No]** key.

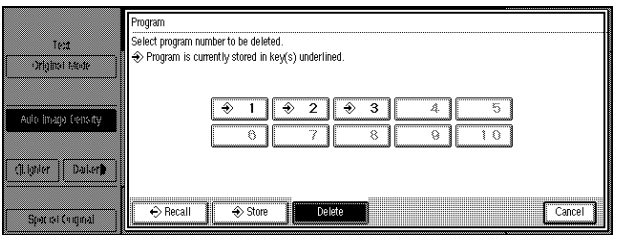
Deleting A Program

You can delete a stored program.

1 **Press the [Program] key.**

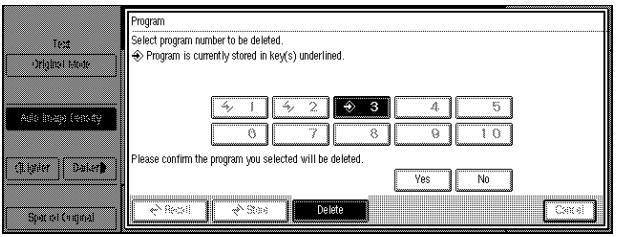


2 **Touch the [Delete] key.**



3 **Touch the program number you want to delete.**

4 **Touch the [Yes] key.**



Note

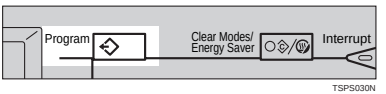
❒ To cancel the deletion, touch the **[No]** key.

5 **To delete another program, repeat steps 3 and 4.**

Recalling A Program

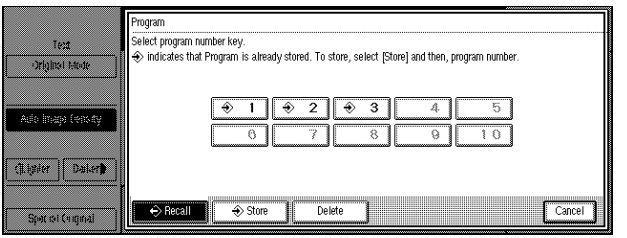
You can recall a stored program.

1 **Press the 【Program】 key.**



2 **Touch the program number you want to recall.**

The stored settings are displayed.



Note

❒ Only programs with ◈ contain a program.

3 **Set your originals, then press the 【Start】 key.**

Other Functions

Energy Saver Mode—Saving Energy

If you do not operate the machine for a certain period after copying, or when you press and hold the 【Clear Modes/Energy Saver】 key for more than one second, the display disappears and the machine enters Energy Saver mode. When you press the 【Clear Modes/Energy Saver】 key again, when the originals are set in the document feeder, or when the document feeder is opened, the machine returns to the ready condition. In Energy Saver mode, the machine uses less electricity.

The Energy Saver mode makes a two-step reduction in electricity: one for the period up to the time set for Low Power mode, the other for the period after that time.

Note

❒ If you press the 【Clear Modes/Energy Saver】 key during the operation, the current settings will be cleared.

Reference

See "Low Power Timer" of the "System Settings" manual.

Interrupt—Temporarily Stopping One Job To Copy Something Else

Use this function if you wish to interrupt a long copy job to make urgently need copies.

Note

❒ The procedure for making interrupt copies depends on which kind of operation the machine is curently carrying out.

While a document is being fed

1. **Press the 【Interrupt】 key.**

   The Interupt key lights up and copying stops.

2. **Remove the originals that were being copied and set the originals you wish to copy.**

3. **Press the 【Start】 key.**

   The machine starts making your copies.

4. **When your copy job is finished, remove your originals and copies.**

5 **Press the [Interrupt] key again.**

The Interrupt key indicator goes out.

6 **Replace the originals that were being copied before.**

7 **Press the [Start] key.**

The previous copy job settings will be restored and the machine will continue copying from where it left off.

Interrupting during copying after all originals have been fed

1 **Press the [Interrupt] key.**

The Interupt key lights.

Note

❒ Copying will not stop yet.

2 **Set your original.**

3 **Press the [Start] key.**

The machine stops the original job and starts copying your original.

4 **When copying is complete, remove your originals and copies.**

5 **Press the [Interrupt] key again.**

The Interrupt indicator goes out.

The previous copy job settings will be restored and the machine will continue copying from where it left off.

User Codes

If the machine is set to use the User Code function, operators must input their user codes before the machine can be operated. The machine keeps count of the number of copies made under each user code.

Note

❒ When the machine is set for user codes, the machine will prompt you for your user codes after the operation switch is on or the Auto Reset comes into effect.

❒ You can adjust how long the machine waits before switching to the user code input display. See "Auto Reset Timer" in ⇒ P.198 *"General Features 1/3"*.

❒ To prevent others from making copies using your user code, press the **[Clear Modes/Energy Saver]** and **[Clear/Stop]** keys simultaneously after copying.

Reference

For user code setting, see "Settings You Can Change With The User Tools" of the "System Settings" manual.

For registering, changing and deleting user codes, see "User Code Register/Change/Delete" in ⇒ P.212 *"Count Manager"*.

Auto Start—Entering Copy Job Settings During The Warm-up Period

If you press the 【Start】 key during the warm-up period, the 【Start】 key will blink, and your copies will be made as soon as warm-up finishes.

1. **Make any adjustments to copy settings during the warm-up period.**
2. **Set your originals.**
3. **Press the 【Start】 key.**

   Copying automatically starts when the 【Start】 key indicator alternately flashes red and green and the machine is ready for copying.

Note

❒ To cancel Auto Start, press the 【Clear/Stop】 key.

❒ With "Individual Input/Output Operation" set to "Yes", originals are scanned even if the paper has run out or paper jamming has occurred. Supply paper or remove the jammed paper so that copying will automatically start without pressing the start key.

Reference

See "Individual Input/Output Operation" in ⇒ P.210 *"Input Output"* and "Next Job Scan Start" in ⇒ P.210 *"Input Output"*.

Original Beeper

The beeper sounds and an error message is displayed when you leave your originals on the exposure glass after copying.

Note

❒ You can adjust when the beeper sounds with the "Auto Response (Human) Sensor" setting:

- If set to "YES", the beeper sounds as soon as you leave the machine after copying.
- If set to "NO", the beeper sounds 2 seconds after copying. Refer to the "Auto Response (Human) Sensor" setting of the "System Settings" manual.

❒ To cancel this function, see "Original Beeper" in ⇒ P.201 *"General Features 2/3"*.

Next Job—Presetting Next Copy Job During A Copy Run

You can preset the next copy job during copying.
After copying, the next copying automatically starts.

1. **Touch the [Next Job] key.**

2. **Set the next copy job and touch the [OK] key.**

Note
❒ To cancel the job during setting, touch the **[Cancel]** key.

3. **Set the originals in the document feeder and press the 【Start】 key.**
The originals placed are scanned.
After copying, the next job automatically starts.

Note
❒ You can proceed to the first set copy job page when you touch **[Current Job Status]**, and to the next set copy job when you touch the **[Next Job Status]** key. See "Next Job Scan Start" in ⇒ P.210 *"Input Output"*.

Sample Copy—Checking Output Quality Before Making A Long Copy Run

Before making copies, you can check the first by making one copy first.

Limitation
❒ This function can be used only when the Sort function has been set.

1. **Set the functions to be used with the Sort function, enter the number of copies to be made.**

2. **Set the originals.**

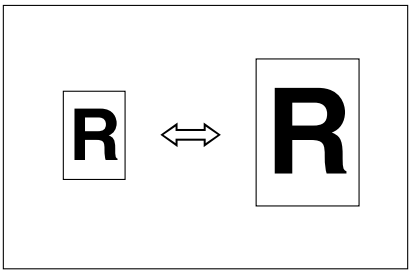
3. **Press the 【Sample Copy】 key.**
One copy is delivered for proof copying.

4. **The finish check page is displayed. After checking the finish, touch the [Yes] key if the sample is acceptable.**
The number of copies is made excluding the one copy for proof copying.

Note
❒ If you touch **[No]** after checking the finish, return to step 1 where you can set the Staple, Punch or density adjustment function again.

Preset Reduce/Enlarge—Reducing And Enlarging Using Preset Ratios

You can select a preset ratio for copying.



Note

- ❒ You can select one of 12 present ratios (5 enlargement ratios, 7 reduction ratios).
- ❒ Use "Shrink & Centre" to reduce the image to 93 % of its original size with the centre as reference. You can register this function in a shortcut key in the initial display.
- ❒ You can change the preset ratios to other ratios you frequently use. See ⇒ P.204 *"Reproduction Ratio 1/2"*.
- ❒ You can set and display three kinds of ratio in the initial display. See "Shortcut R/E" in ⇒ P.201 *"General Features 2/3"*.
- ❒ You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.
- ❒ Copies can be reduced or enlarged as follows:

❖ Metric version

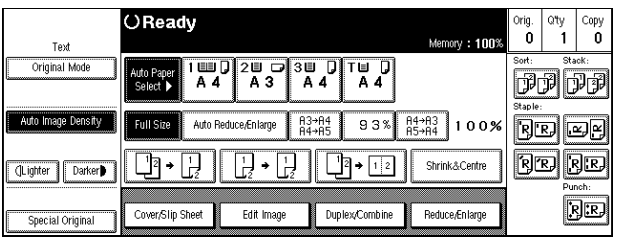
Ratio (%)	Original → Copy paper size
400 (enlarge area by 16)	--
200 (enlarge area by 4)	A5→A3
141 (enlarge area by 2)	A4→A3, A5→A4
122	F→A3, A4→B4
115	B4→A3
93	--
82	F→A4, B4→A4
75	B4→F4, B4→F

Ratio (%)	Original → Copy paper size
71 (reduce area by $^1/_2$)	A3→A4, A4→A5
65	A3→F
50 (reduce area by $^1/_4$)	A3→A5, F→A5

❖ **Inch version**

Ratio (%)	Original → Copy paper size
400 (enlarge area by 16)	--
200 (enlarge area by 4)	$5^1/_2" \times 8^1/_2" \rightarrow 11" \times 17"$
155 (enlarge area by 2)	$5^1/_2" \times 8^1/_2" \rightarrow 8^1/_2" \times 14"$
129	$8^1/_2" \times 11" \rightarrow 11" \times 17"$
121	$8^1/_2" \times 14" \rightarrow 11" \times 17"$
93	--
85	$F \rightarrow 8^1/_2" \times 11"$
78	$8^1/_2" \times 14" \rightarrow 8^1/_2" \times 11"$
73	$11" \times 15" \rightarrow 8^1/_2" \times 11"$
65	$11" \times 17" \rightarrow 8^1/_2" \times 11"$
50 (reduce area by $^1/_4$)	$11" \times 17" \rightarrow 5^1/_2" \times 8^1/_2"$

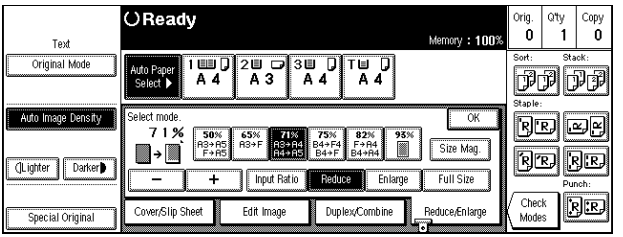
1 **Touch the [Reduce/Enlarge] key.**



Note

❒ To select a preset ratio in the initial display, directly touth the shortcut reduce/enlarge key and proceed to step **5**.

2 **Select [Enlarge] or [Reduce].**



Note

❒ You can specify which of **[Reduce]**, **[Enlarge]** and **[Input Ratio]** is to be given priority and displayed when the **[Reduce/Enlarge]** key is touched. See "R/E Priority" in ⇒ P.201 *"General Features 2/3"*.

3 **Select a ratio.**

Note

❒ You can specify the reduce/enlarge ratios of the keys displayed when the **[Reduce/Enlarge]** key is touched, followed by **[Enlarge]** or **[Reduce]**. See "Enlarge" and "Reduce" in ⇒ P.204 *"Reproduction Ratio 1/2"*.

4 **Touch the [OK] key.**

5 **Set your originals, then press the 【Start】 key.**

Shrink&Centre mode

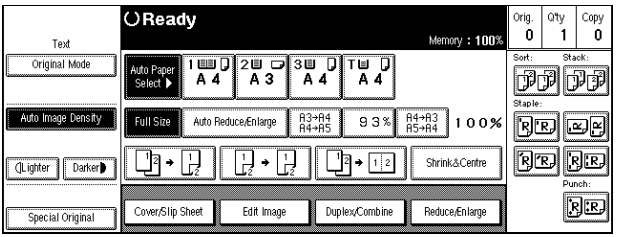
Use "Shrink & Centre" mode to reduce the image by 93 % of its original size with the centre position as reference. You can register this function in a shortcut key in the initial display. By combining it with the Reduce/Enlarge function, you can also provide the Reduce/Enlarge copy with a margin.

Note

❒ For storing "Shrink&Centre", see "Shortcut Keys" in ⇒ P.203 *"General Features 3/3"*.

❒ You can change the Reduce/Enlarge ratio for "Shrink&Centre". See "Shrink&Centre" in ⇒ P.203 *"General Features 3/3"*.

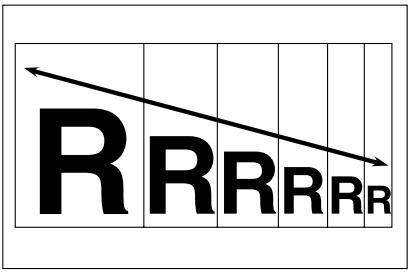
1 **Touch the [Shrink&Centre] key displayed in the initial display.**



2 **If you do not wish to combine it with the Reduce/Enlarge function, set your originals, then press the [Start] key.**

Zoom—Reducing And Enlarging In 1 % Steps

You can change the reproduction ratio in 1 % steps.



Note

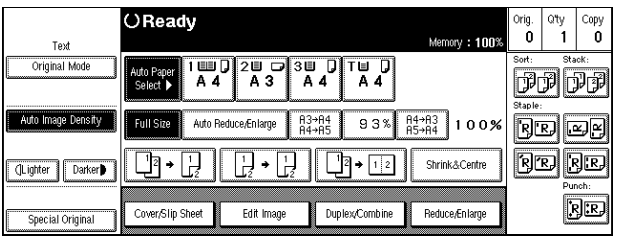
❒ The following ratios can be selected:

- Metric version: 32 – 400 %
- Inch version: 32 – 400 %

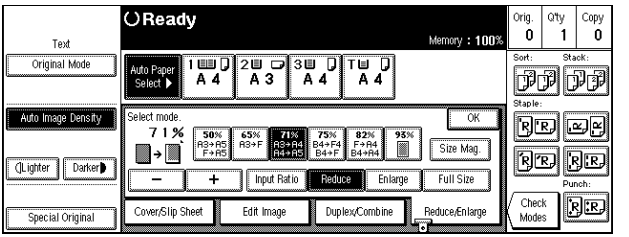
❒ You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.

❒ You can select a preset ratio which is near the desired ratio, then adjust the ratio with the **[+]** or **[−]** key.

1 **Touch the [Reduce/Enlarge] key.**

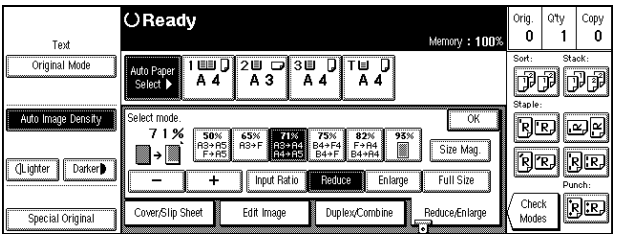


2 Enter the ratio.



When using the [+] or [−] key

❶ **Select a preset ratio which is close to the desired ratio by using [Reduce] or [Enlarge].**



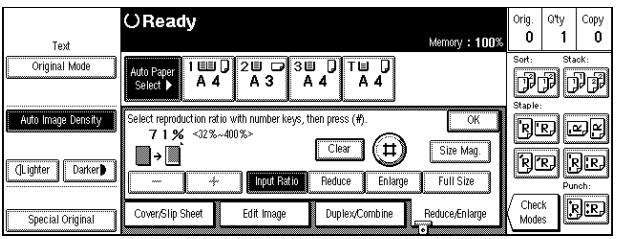
❷ **Enter the desired reproduction ratios with the [+] or [−] key.**

Note

❒ To change the ratio in 1 % steps, just touch the **[+]** or **[−]** key. To change the ratio in 10 % steps, touch and hold down the **[+]** or **[−]** key.

When using the 【Number】 keys

❶ **Touch the [Input Ratio] key.**



❷ **Enter the desired ratio with the 【Number】 keys.**

Note

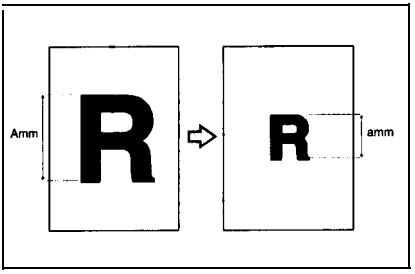
❒ To change the ratio entered, touch the **[Clear]** key and enter the new ratio.

❸ **Touch the [OK] key.**

3 **Set your originals, then press the 【Start】 key.**

Size Magnification

You can calculate a ratio from the lengths of the original and copy for enlarging or reducing the copy.



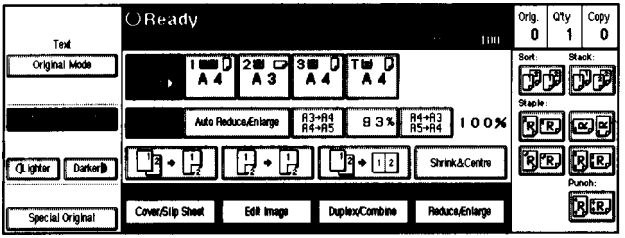
Preparation

Measure and specify the lengths of the original and copy by comparing "A" with "a."

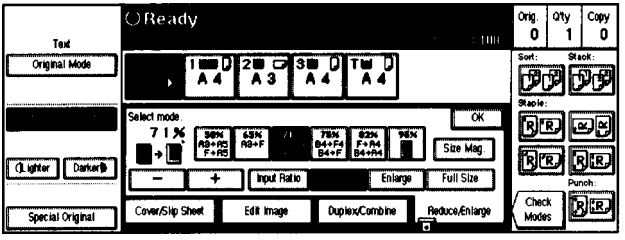
Note

- A ratio is selected in the range of 32 to 400 %.
- If the calculated ratio is over the maximum or under the minimum ratio, it is corrected within the range of the ratio automatically. However, with some ratios, parts of the image might not be copied or blank margins will appear on copies.

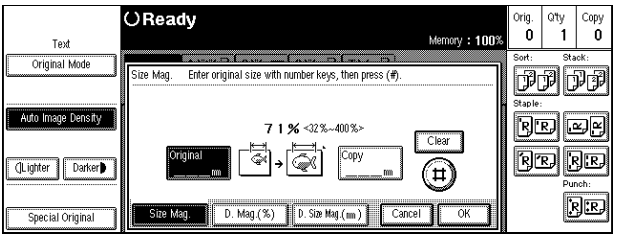
1 Touch **the [Reduce/Enlarge] key.**



2 **Touch the [Size Mag.] key.**



3 **Enter the length of the original with the 【Number】 keys and press the 【#】 key.**



Note

❒ You can enter sizes within the following ranges:

Metric version	1 - 999 mm (in 1 mm steps)
Inch version	0.1" - 99.9" (in 0.1" steps)

❒ To change the length entered, press the 【Clear/Stop】 or **[Clear]** key and enter the new length.

4 **Enter the length of the copy with the 【Number】 keys and press the 【#】 key.**

Note

❒ To change the length entered, press the 【Clear/Stop】 or **[Clear]** key and enter the new length.

❒ To change the length after pressing the 【#】 key, select **[Original]** or **[Copy]** and enter the desired length.

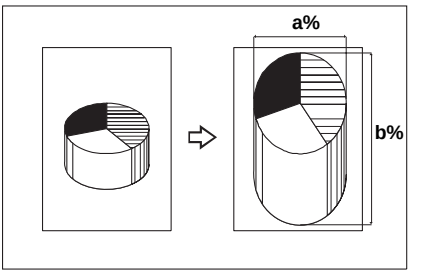
5 **Touch the [OK] key.**

6 **Touch the [OK] key.**

7 **Set your original, then press the 【Start】 key.**

Directional Magnification (%)—Stretching And Squeezing The Image In 1 % Steps

Copies can be reduced or enlarged at different reproduction ratios horizontally and vertically.



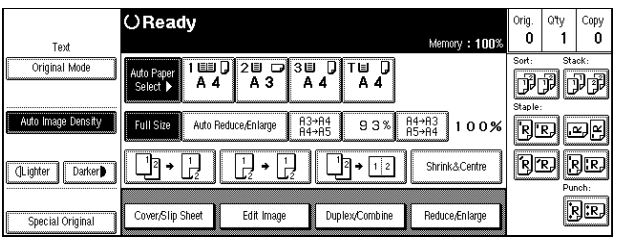
Note

❒ The following ratios can be selected:
- Metric version: 32 – 400 %
- Inch version: 32 – 400 %

❒ You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or blank margins will appear on copies.

❒ You can also select a preset ratio which is close to the desired ratio by using Reduce or Enlarge, then adjust the ratio with the **[+]** or **[−]** key.

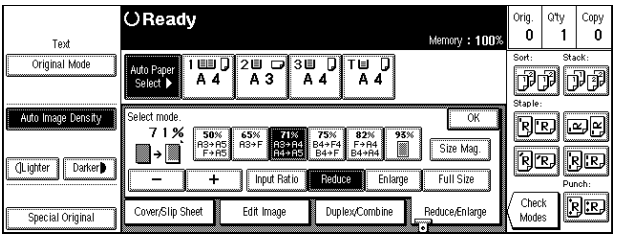
1 **Touch the [Reduce/Enlarge] key.**



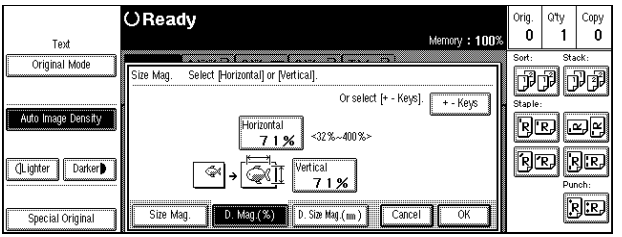
Note

❒ When specifying a ratio with the **[+]** or **[−]** key, select a preset ratio which is close to the desired ratio by using **[Reduce]** or **[Enlarge]**.

2 **Touch the [Size Mag.] key.**



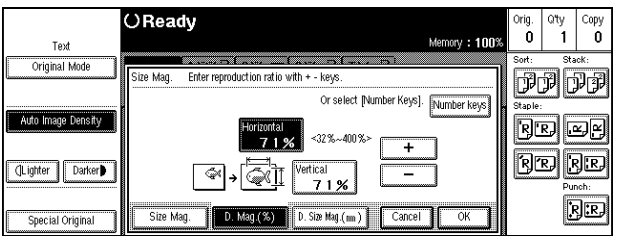
3 **Touch the [D. Mag.(%)] key.**



To specify a ratio with the [+] or [−] key

❶ **Touch the [+ − Keys] key.**

❷ **Touch the [Horizontal] key.**



❸ **Adjust the ratio using the [+] or [−] key.**

Note

❒ Touching the **[+]** or **[−]** key changes the ratio in 1 % steps. Touching and holding down the **[+]** or **[−]** key changes it in 10 % steps.

❒ If you have incorrectly entered the ratio, readjust the ratio with the **[+]** or **[−]** key.

❹ **Touch the [Vertical] key.**

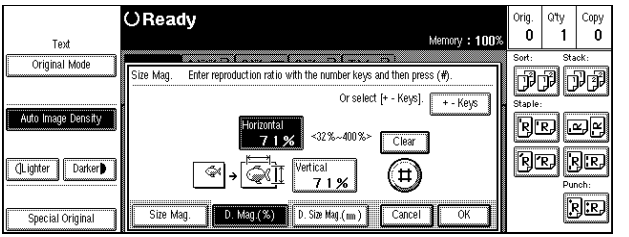
❺ **Adjust the ratio with the [+] or [−] key.**

❻ **Touch the [OK] key.**

2

When using the 【Number】 keys

❶ **Touch the [Horizontal] key.**



❷ **Enter the desired ratio with the 【Number】 keys, followed by the 【#】 key.**

Note

❒ To change the ratio entered, press the 【Clear/Stop】 key or **[Clear]** and enter the new ratio.

❸ **Touch the [Vertical] key.**

❹ **Enter the desired ratio with the 【Number】 keys, followed by the 【#】 key.**

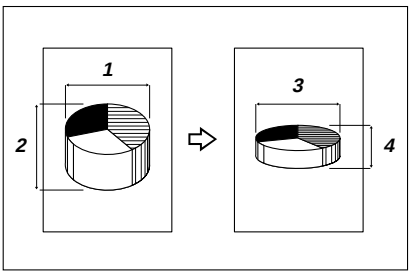
❺ **Touch the [OK] key.**

4 **Touch the [OK] key.**

5 **Set your originals, then press the 【Start】 key.**

Directional Size Magnification (mm)—Stretching And Squeezing The Image Into The Copy Area

The suitable reproduction ratios will be automatically selected when you enter the horizontal and vertical lengths of the original and copy image you want.



1: Horizontal original size

2: Vertical original size

3: Horizontal copy size

4: Vertical copy size

Preparation

Specify the vertical and horizontal sizes of the original and those of the copy, as shown in the illustration.

Note

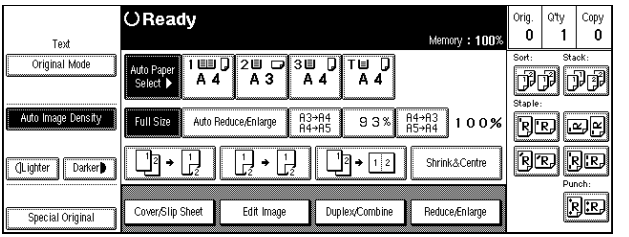
❒ You can enter sizes within the following ranges:

Metric version	1 – 999 mm (in 1 mm steps)
Inch version	0.1" – 99.9" (in 0.1" steps)

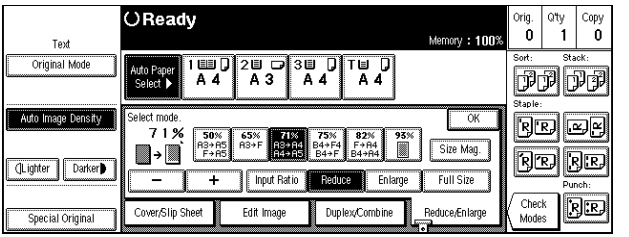
❒ If the calculated ratio is over the maximum or under the minimum ratio, it is corrected within the range of the ratio automatically. However, with some ratios, parts of the image might not be copied or blank margins will appear on copies.

2

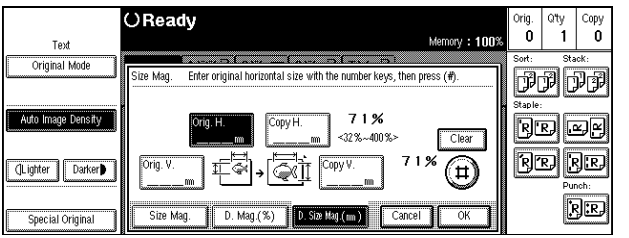
1 **Touch the [Reduce/Enlarge] key.**



2 **Touch the [Size Mag.] key.**



3 **Touch the [D. Size Mag.(mm)] key.**



4 **Enter the horizontal size of the original with the【Number】keys. Then, press the【#】key.**

Note

❒ To change the value entered, press the【Clear/Stop】key or the **[Clear]** key and enter the new value.

5 **Enter the horizontal size of the copy with the【Number】keys. Then, press the【#】key.**

6 **Enter the vertical size of the original with the【Number】keys. Then, press the【#】key.**

7 **Enter the vertical size of the copy with the【Number】keys. Then, press the [OK] key.**

Note

❒ To change the length, touch the place you wish to change and enter the new value.

8 **Touch the [OK] key.**

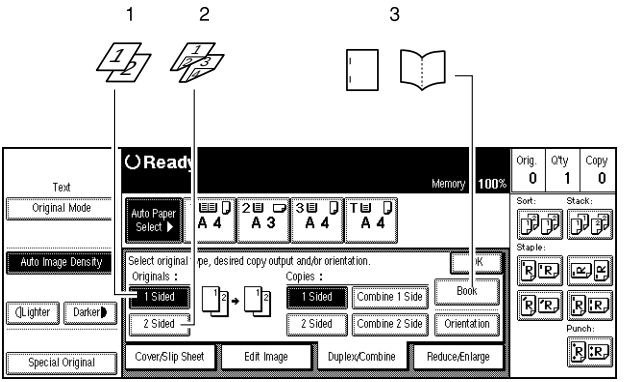
9 **Set your originals, then press the 【Start】 key.**

Operation For Duplex/Combine

You can make copies in a variety of formats by combining the following modes:

- 1 Sided/2 Sided originals
- 1 Sided/2 Sided copies
- Duplex
- Combine
- Book
- Series

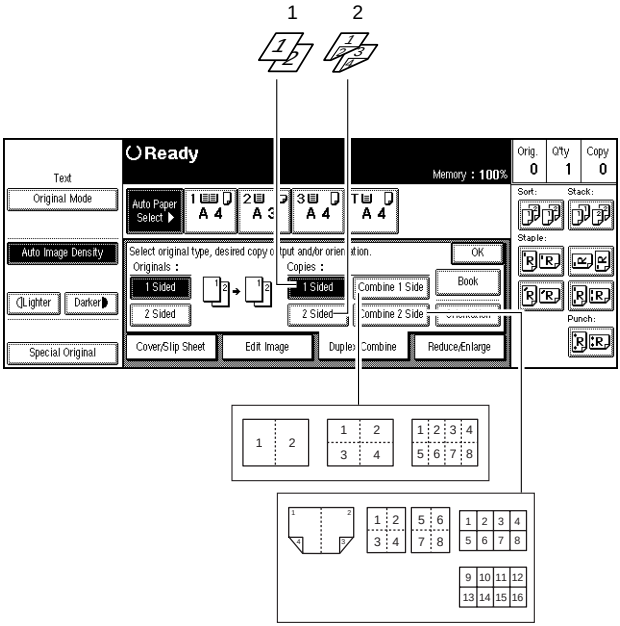
1 **Check your originals and select [1 Sided] or [2 Sided] for the originals.**



TSPH270E

1: 1-sided
2: 2-sided
3: Book

2 **Select [1 Sided] or [2 Sided] for copying.**



TSPH280E

1: 1-sided

2: 2-sided

3 Touch the [OK] key.

Duplex-Making Two-Sided Copies

There are two ways in this function:

◆ **1 Sided → 2 Sided**
This mode makes two-sided copies from one-sided originals.

2

◆ 2 **Sided → 2 Sided**
This mode makes two-sided copies from two-sided originals.

Limitation

❒ **You** cannot use the following copy paper in this function:

- Paper smaller than A5, $5^1/_2$" x $8^1/_2$" (possible on A5⧉)
- Translucent paper
- Adhesive labels
- OHP transparencies
- Post cards

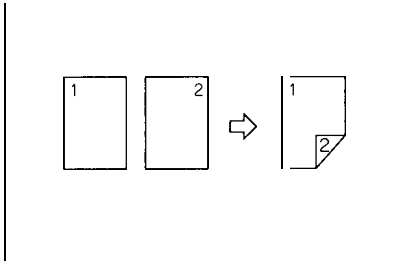
❒ You cannot use the bypass tray with this function.

Note

❒ The following paper limitations apply:

Metric version	Minimum size	A5 (possible on A5⧉)
	Weight	52 - 105 g/m^2
Inch version	Minimum size	$5^1/_2" \times 8^1/_2"$
	Weight	14-281b

1 Sided → 2 Sided-Making Two-sided Copies From One-sided Originals



Note

❒ If you set an odd number of 1-sided originals in the document feeder (ADF), the reverse side of the last page is left blank. You can disable this function to make the delivered last page not be blank. See "Duplex: Auto Eject" in ⇒ P.210 *"Input Output"*.

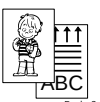
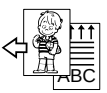
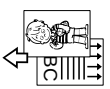
❒ If you set originals in the document feeder and select Sort mode, all the originals will be scanned before being copied. Therefore, the copy speed is faster than when Sort mode is not selected. See "Auto Sort Mode" in ⇒ P.210 *"Input Output"*.

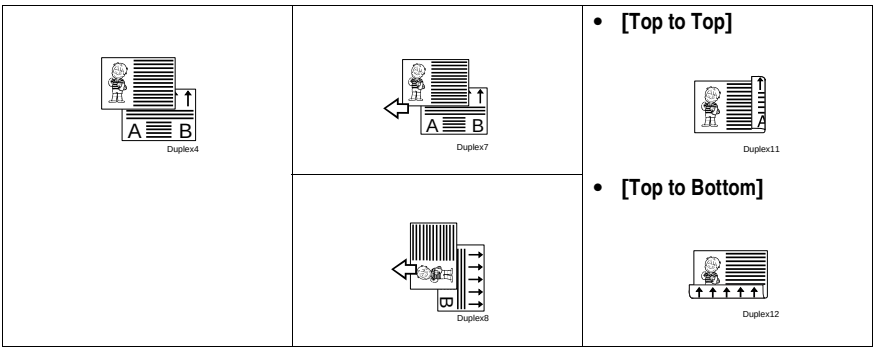
❒ When original images are copied, the images are shifted by a width of binding margin. You can adjust the binding margin or binding position. You can also change their default values. See "Back Margin: Left/Right" in ⇒ P.205 *"Page Format $^1/_2$"*.

❒ A binding margin can be automatically made on the back side. See "1 → 2 Duplex Auto Margin Adjust" in ⇒ P.205 *"Page Format $^1/_2$"*.

Original direction and completed copies

The resulting copy image will differ according to the direction in which you set your original (lengthwise ▯ or widthwise ▭).

Original	Orientation	Result *1
 Duplex3	 Duplex5	• **[Top to Top]** Duplex9
	 Duplex6	• **[Top to Bottom]** Duplex10

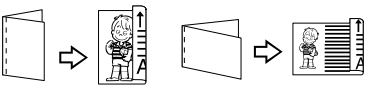


*1 The illustrations show the directions of copied images on the front and back, not the directions of delivery.

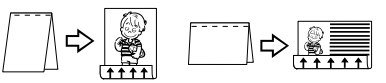
Originals and copy direction

You can select the orientation (**[Top to Top]**, **[Top to Bottom]**). See ⇒ P.92 *"Specifying Orientation of Bound Originals"*.

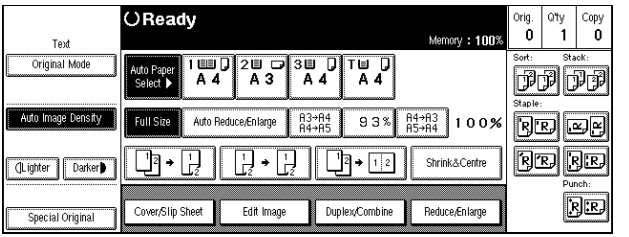
- Top To Top



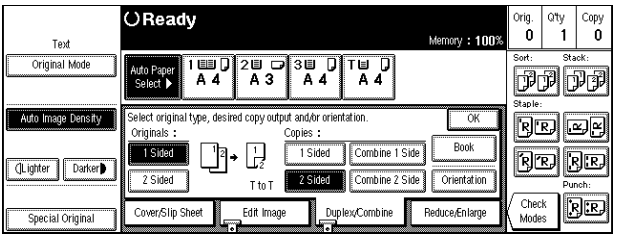
- Top To Bottom



1 **Touch the [Duplex/Combine] key.**



2 **Touch the [1 Sided] key for original, then touch the [2 Sided] key for copy.**



Note

❒ To change the copy orientation to "Top to Bottom", touch the **[Orientation]** key and select Top to Bottom. See ⇒ P.92 *"Specifying Orientation of Bound Originals"*.

3 **Touch the [OK] key.**

4 **Set your originals, then press the 【Start】 key.**

When setting an original on the exposure glass or in the document feeder using Batch (SADF) mode

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Reference

See ⇒ P.31 *"Batch (SADF) mode"*.

❶ **Set the original, then press the 【Start】 key.**

Note

❒ Start with the first page to be copied.

❷ **Set the next original. When it is placed on the exposure glass, press the 【Start】 key.**

❸ **When the number of originals is uneven, press the 【#】 key at the last original.**

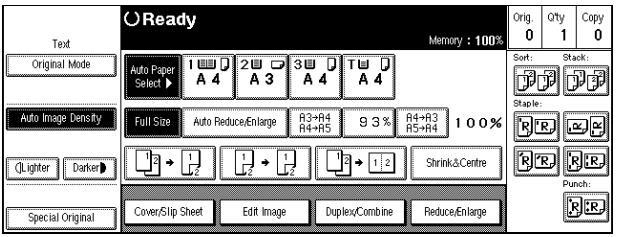
Specifying Orientation of Bound Originals

You can specify the orientation of bound originals (how you turn the pages). The default setting is **[*Top to Top*]**.

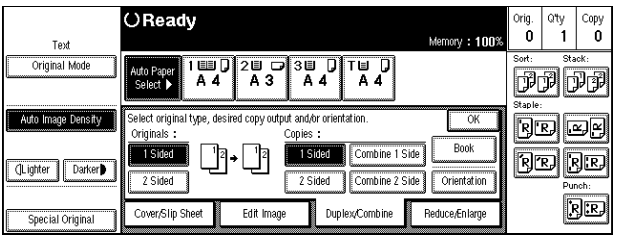
Note

❒ You can change the orientation default with the user tools. See "Copy Orientation in Duplex Mode" and "Original Orientation in Duplex Mode" in ⇒ P.201 *"General Features 2/3"*.

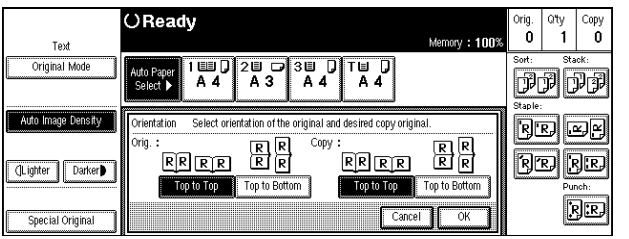
1 **Touch the [Duplex/Combine] key.**



2 **Touch the [Orientation] key.**

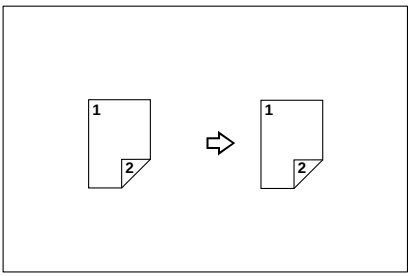


3 **Select an original orientation and a copy orientation.**

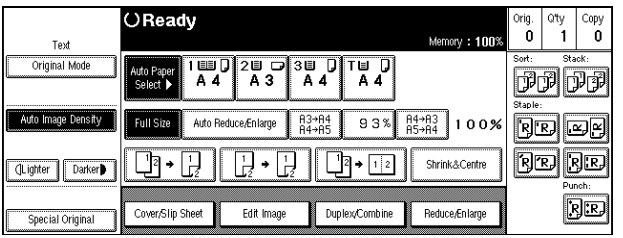


4 **Touch the [OK] key.**

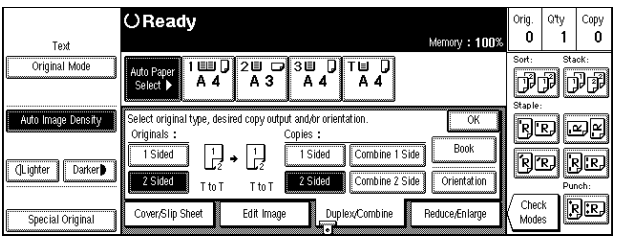
2 Sided → 2 Sided—Making Two-sided Copies From Two-sided Originals



1 **Touch the [Duplex/Combine] key.**



2 **Touch the [2 Sided] key for original, then touch the [2 Sided] key for copy.**



Note

❒ To change the copy orientation to "Top to Bottom", touch the **[Orientation]** key and select Top to Bottom. See ⇒ P.92 *"Specifying Orientation of Bound Originals"*.

3 **Touch the [OK] key.**

4 **Set your originals, then press the 【Start】 key.**

When setting an original on the exposure glass or in the document feeder using Batch (SADF) mode

Reference

See ⇒ P.31 *"Batch (SADF) mode"*.

❶ **Set the original, then press the【Start】key.**

Note

❒ Start with the first page to be copied.

❷ **Set the next original. When it is placed on the exposure glass, press the【Start】key.**

❸ **When the number of originals is uneven, press the【#】key at the last original.**

Combine—Combining Originals Into One Copy

You can combine two or more originals into one copy. 1 Sided Combine mode is for 1-sided copies, and the 2 Sided Combine mode for 2-sided copies.

There are twelve types in this function.

❖ **1 Sided 2 Pages → Combine 1 Side**
Copies two 1-sided originals to the two-page spread of a sheet.

❖ **1 Sided 4 Pages → Combine 1 Side**
Copies four 1-sided originals together to one side of a sheet.

❖ **1 Sided 8 Pages → Combine 1 Side**
Copies eight 1-sided originals together to one side of a sheet.

❖ **1 Sided 4 Pages → Combine 2 Side**
Copies four 1-sided originals to the two-page spread on both sides of a sheet.

❖ **1 Sided 8 Pages → Combine 2 Side**
Copies eight 1-sided originals together to both sides of a sheet.

❖ **1 Sided 16 Pages → Combine 2 Side**
Copies 16 1-sided originals together to both sides of a sheet.

❖ **2 Sided 2 Pages → Combine 1 Side**
Copies one 2-sided original to one side of a sheet.

❖ **2 Sided 4 Pages → Combine 1 Side**
Copies two 2-sided originals to one side of a sheet.

❖ **2 Sided 8 Pages → Combine 1 Side**
Copies four 2-sided originals to one side of a sheet.

❖ **2 Sided 4 Pages → Combine 2 Side**
Copies two 2-sided originals together to both sides of a sheet.

❖ **2 Sided 8 Pages → Combine 2 Side**
Copies four 2-sided originals together to both sides of a sheet.

❖ **2 Sided 16 Pages → Combine 2 Side**
Copies eight 2-sided originals together to both sides of a sheet.

Limitation

❒ You cannot use the bypass tray with this function.

❒ The machine cannot copy originals different in size and direction.

Note

❒ In this mode, the machine selects the reproduction ratio automatically. This reproduction ratio depends on the copy paper sizes and the number of originals.

❒ The machine uses ratios in the following range:

- Metric version: 32 – 400 %
- Inch version: 32 – 400 %

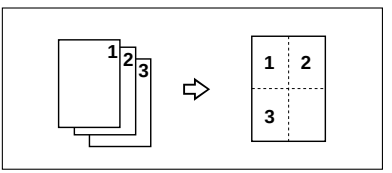
❒ If the calculated ratio is under the minimum ratio, it is corrected within the range of the ratio automatically. However, with some ratios, parts of the image might not be copied or blank margins appear on copies.

❒ Separation line between originals can be printed with the user tools. See "Combine Separation Line" in ⇒ P.206 *"Page Format $^{2}/_{2}$"*.

❒ Even if the direction of originals is different from that of the copy paper, the machine will automatically rotate the image by 90° to make copies properly.

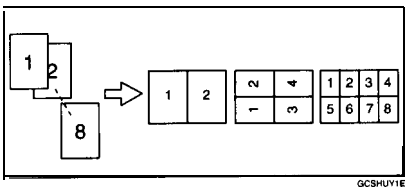
❒ When making copies in Combine mode, the circumference of each original can be automatically erased by 3 mm, 0.1". See "Combine Original Shadow Erase" in ⇒ P.205 *"Page Format $^{1}/_{2}$"*.

❒ If the number of originals placed is less than the number specified for combining, pressing the 【#】 key allows the last page(s) to be copied blank as shown in the illustration. You can also change the system setting to automatically avoid such copying. See "Combine: Auto Eject" in ⇒ P.210 *"Input Output"*.

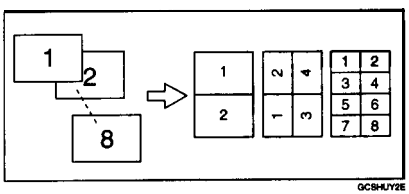


❒ Direction of the originals and arrangement of combined images

◆ **Portrait (▯) originals**

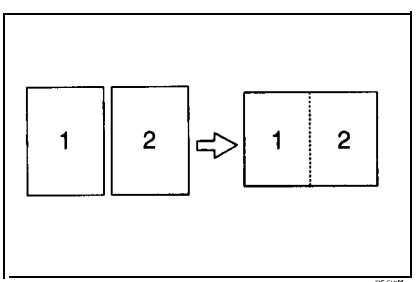


◆ **Landscape (▭) originals**



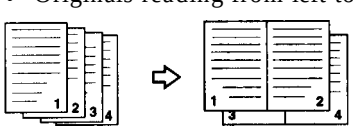
1 Sided 2 Pages → Combine 1 Side

Copies two l-sided originals to the two-page spread of a sheet.

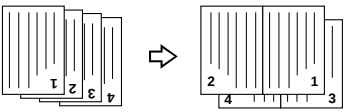


◆ **Setting originals (Originals set in the document feeder)**

- Originals reading from left to right



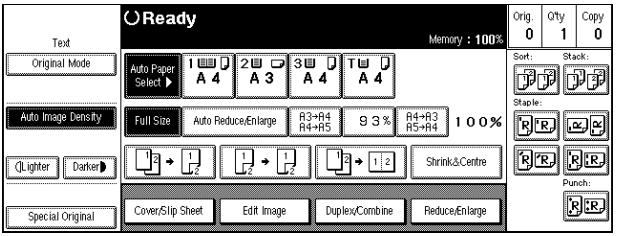
- Originals reading from top to bottom



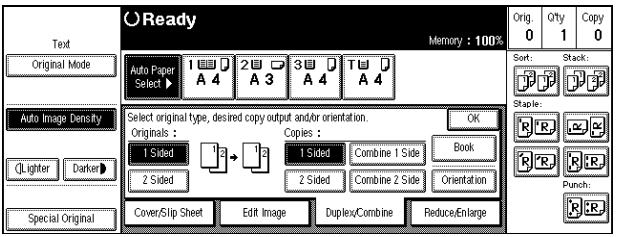
Combine6

2

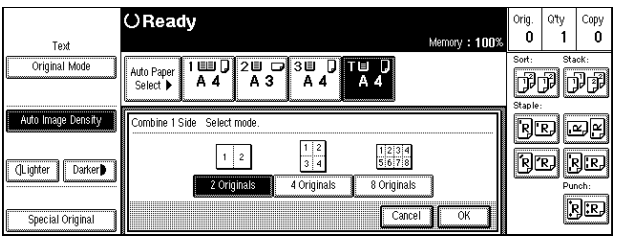
1 **Touch the [Duplex/Combine] key.**



2 **Touch the [1 Sided] key for original, then touch the [Combine 1 Side] key for copy.**



3 **Touch the [2 Originals] key, then touch the [OK] key.**

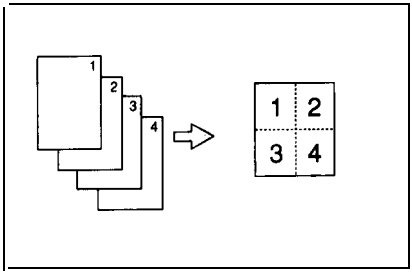


4 **Select paper.**

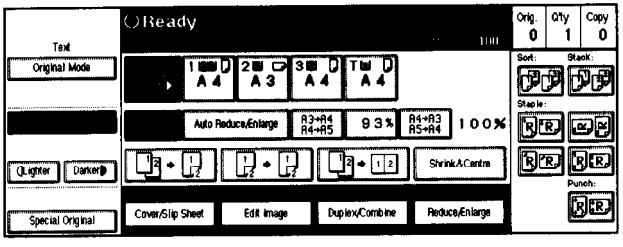
5 **Set your originals, then press the [Start] key.**

1 Sided 4 Pages → Combine 1 Side

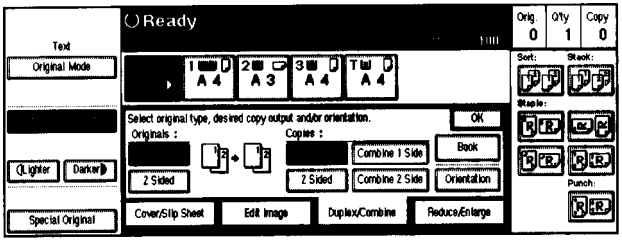
Copies four l-sided originals together to one side of a sheet.



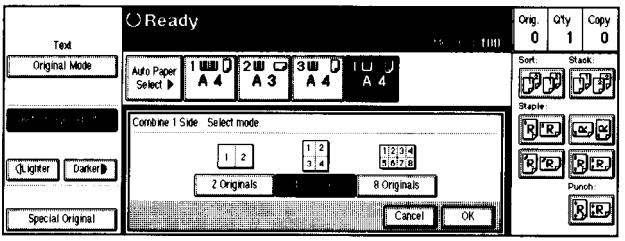
1 Touch the [Duplex/Combine] key.



2 Touch the [1 Sided] key for original, then touch the [Combine 1 Side] key for copy.



3 Touch the **[4** Originals] key, then touch the [OK] key.

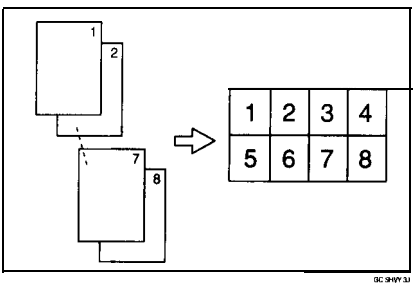


4 Select paper.

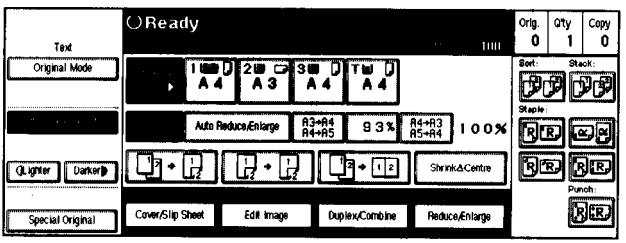
5 Set your originals, then press the [Start] key.

1 Sided 8 Pages → Combine 1 Side

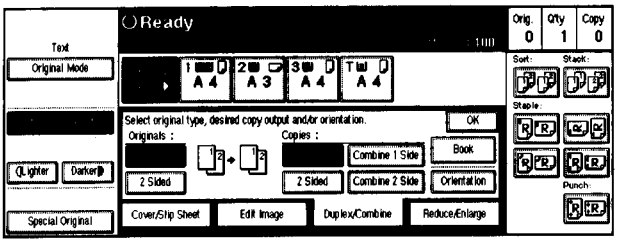
Copies eight l-sided originals together to one side of a sheet.



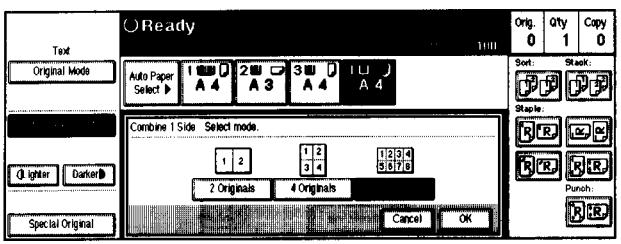
1 Touch the [Duplex/Combine] key.



2 **Touch the [1 Sided] key for original, then touch the [Combine 1 Side] key for copy.**



3 **Touch the [8 Originals] key, then touch the [OK] key.**

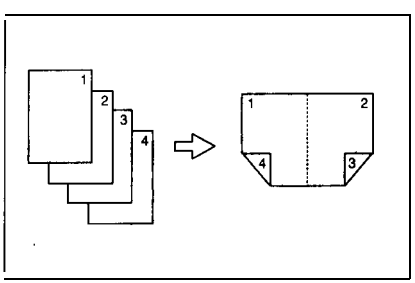


4 **Select paper.**

5 **Set your originals, then press the [Start] key.**

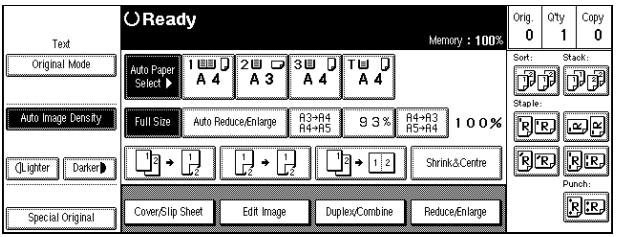
1 Sided 4 Pages → Combine 2 Side

Copies four l-sided originals to the two-page spread on both sides of a sheet.

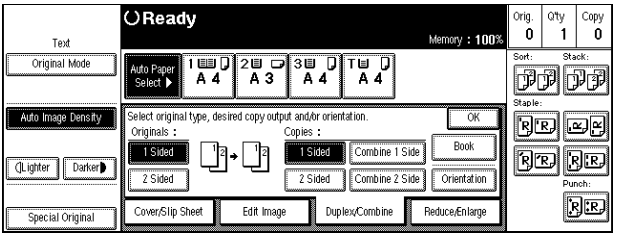


2

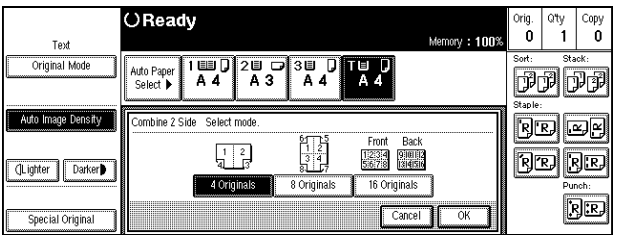
1 **Touch the [Duplex/Combine] key.**



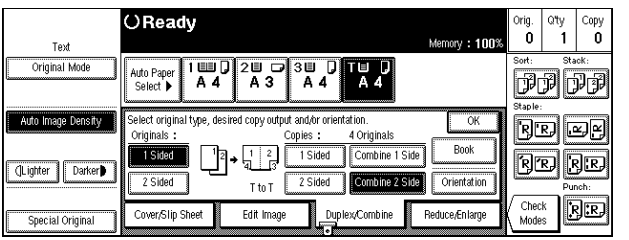
2 **Touch the [1 Sided] key for original, then press the [Combine 2 Side] key for copy.**



3 **Touch the [4 Originals] key, then press the [OK] key.**



4 **Check the orientation.**



Note

❒ To change the copy orientation to "Top to Bottom", touch the **[Orientation]** key and select **[Top to Bottom]**. See ⇒ P.92 *"Specifying Orientation of Bound Originals"*.

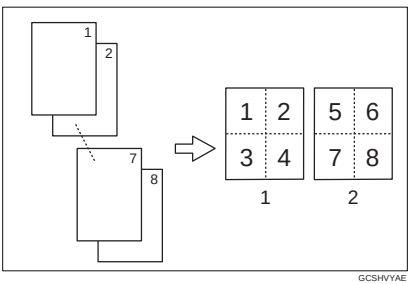
5 **Touch the [OK] key.**

6 **Select paper.**

7 **Set your originals, then press the 【Start】 key.**

1 Sided 8 Pages → Combine 2 Side

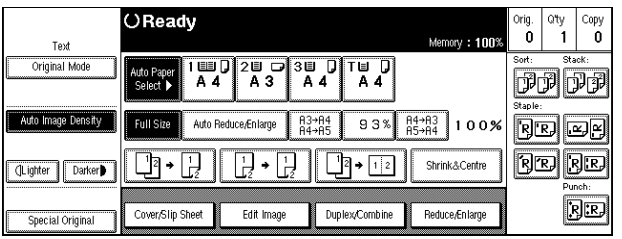
Copies eight 1-sided originals together to both sides of a sheet.



1. **Front**

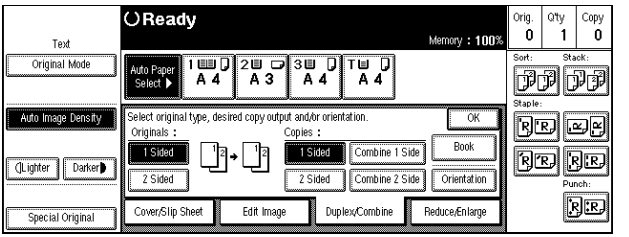
2. **Back**

1 **Touch the [Duplex/Combine] key.**

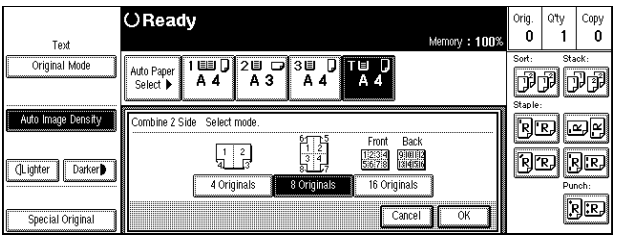


2

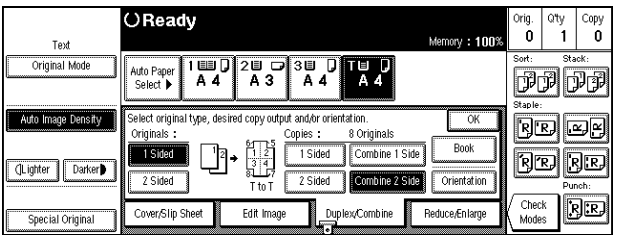
2 **Touch the [1 Sided] key for original, then touch the [Combine 2 Side] key for copy.**



3 **Touch the [8 Originals] key, then touch the [OK] key.**



4 **Check the orientation.**



Note

❒ To change the copy orientation to "Top to Bottom", touch the **[Orientation]** key and select **[Top to Bottom]**. See ⇒ P.92 *"Specifying Orientation of Bound Originals"*.

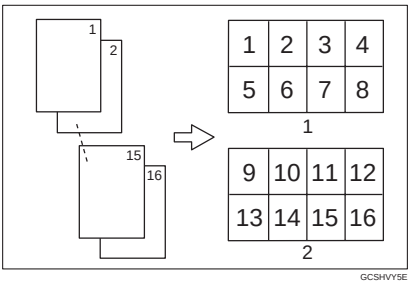
5 **Touch the [OK] key.**

6 **Select paper.**

7 **Set your originals, then press the 【Start】 key.**

1 Sided 16 Pages → Combine 2 Side

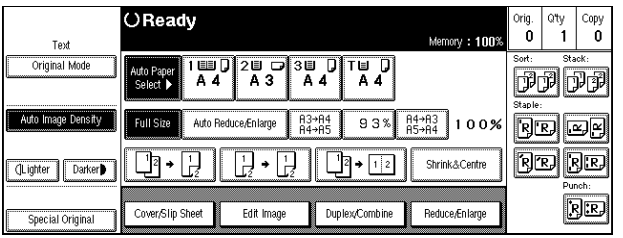
Copies sixteen 1-sided originals together to both sides of a sheet.



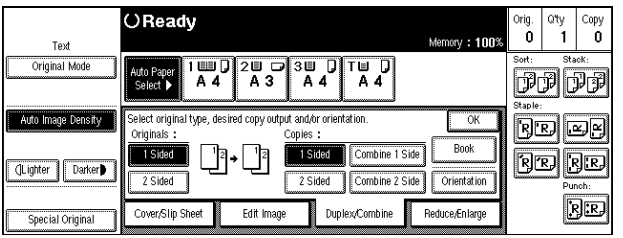
1. **Front**

2. **Back**

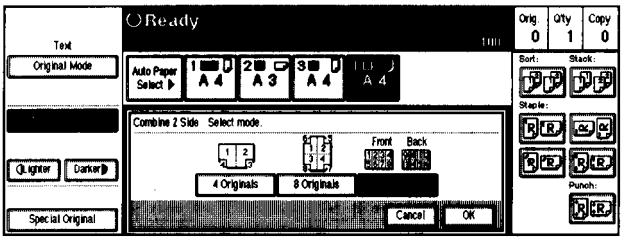
1 **Touch the [Duplex/Combine] key.**



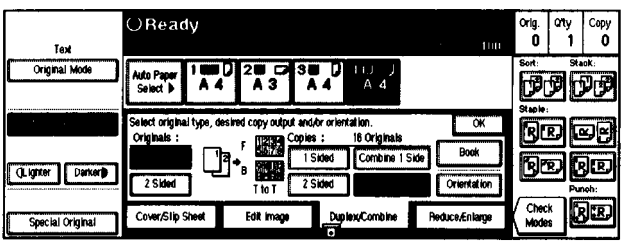
2 **Touch the [1 Sided] key for original, then touch the [Combine 2 Side] key for copy.**



3 Touch the [16 Originals] key, then touch the [OK] key.



4 Check the orientation.



Note

❒ To change the copy orientation to "Top to Bottom", touch the [Orientation] key and select [Top to Bottom]. See ⇒ P.92 *"Specifying Orientation of Bound Originals"*.

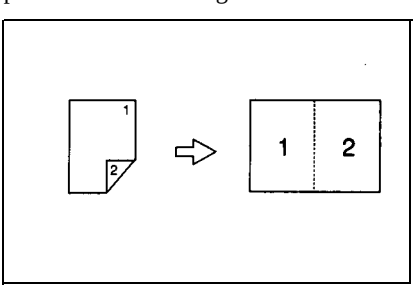
5 Touch the [OK] key.

6 Select paper.

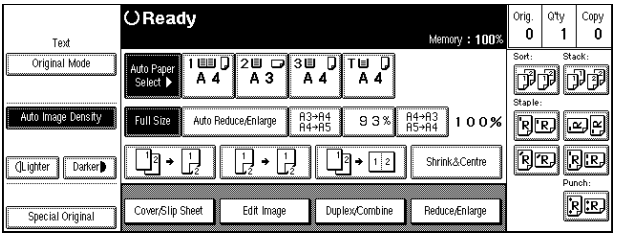
7 Set your originals, then press the [Start] key.

2 Sided 2 Pages → Combine 1 Side

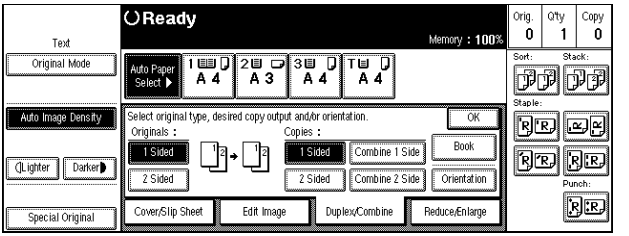
Copies one 2-sided original to one side of a sheet.



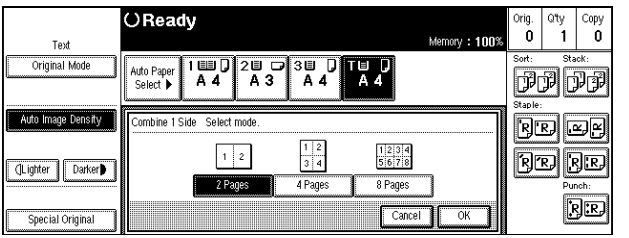
1 **Touch the [Duplex/Combine] key.**



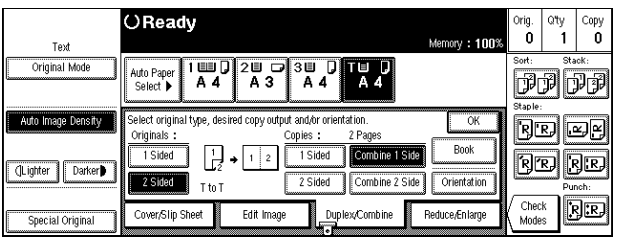
2 **Touch the [2 Sided] key for original, then touch the [Combine 1 Side] key for copy.**



3 **Touch the [2 Pages] key, then touch the [OK] key.**



4 **Check the orientation.**



Note

❒ To change the copy orientation to "Top to Bottom", touch the **[Orientation]** key and select **[Top to Bottom]. See ⇒ P.92** *"Specifying Orientation of Bound Originals"*.

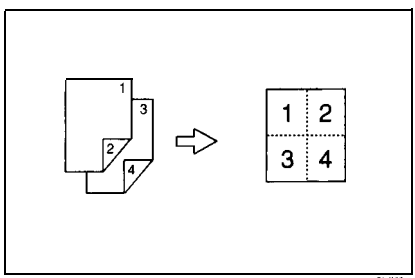
5 Touch the [OK] key.

6 Select paper.

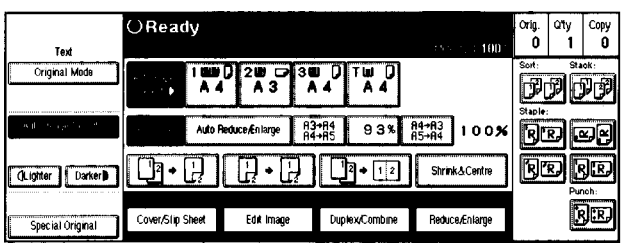
7 Set your originals, then press the **[Start] key.**

2 Sided 4 Pages → Combine 1 Side

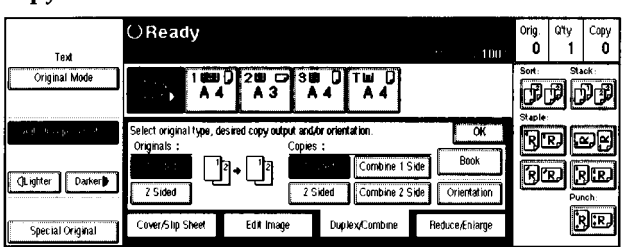
Copies two 2-sided originals to one side of a sheet.



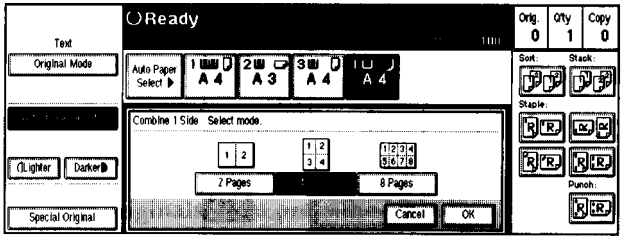
1 Touch the [Duplex/Combine] key.



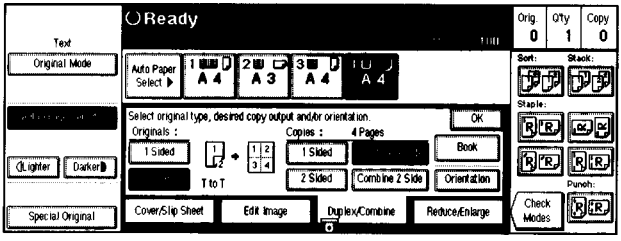
2 Touch the **[2 Sided]** key for original, then touch the **[Combine 1 Side]** key for copy.



3 **Touch the [4 Pages] key, then touch the [OK] key.**



4 **Check the orientation.**



Note

❒ To change the copy orientation to **"Top** to Bottom", touch the **[Orientation]** key and select **[Top to Bottom]. See ⇒ P.92** *"Specifying Orientation of Bound Originals".*

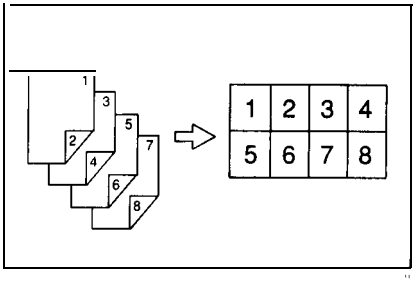
5 *Press* **the [OK] key.**

6 **Select paper.**

7 **Set your originals, then press the [Start] key.**

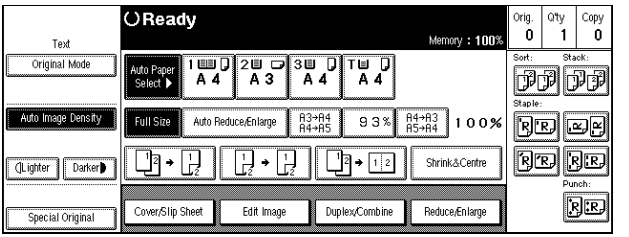
2 Sided 8 Pages → Combine 1 Side

Copies four 2-sided originals to one side of a sheet.

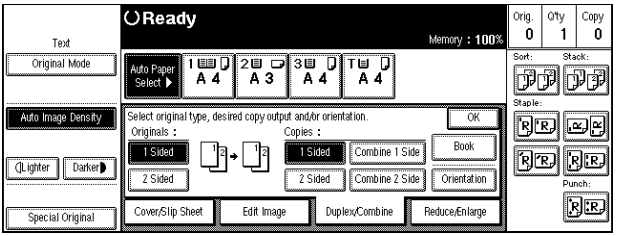


2

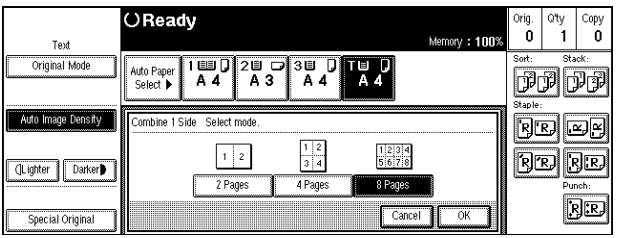
1 **Touch the [Duplex/Combine] key.**



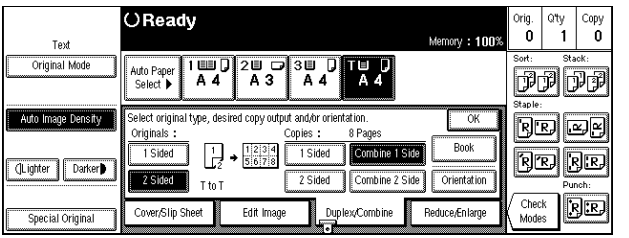
2 **Touch the [2 Sided] key for original, then touch the [Combine 1 Side] key for copy.**



3 **Touch the [8 Pages] key, then touch the [OK] key.**



4 **Check the orientation.**



Note

❒ To change the **copy orientation** to "Top to Bottom", touch the **[Orientation]** key and select **[Top to** Bottom]. See ⇒ P.92 *"Specifying Orientation of Bound Originals"*.

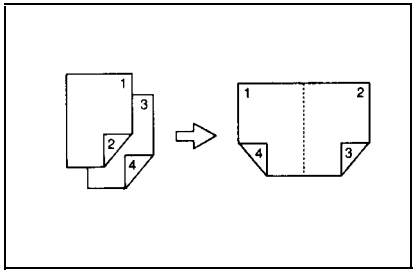
5 Touch the [OK] key.

6 Select paper.

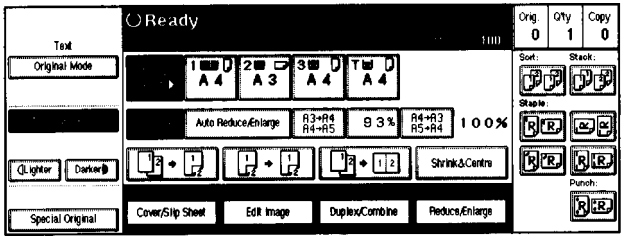
7 Set your originals, then press the [Start] key.

2 Sided 4 Pages → Combine 2 Side

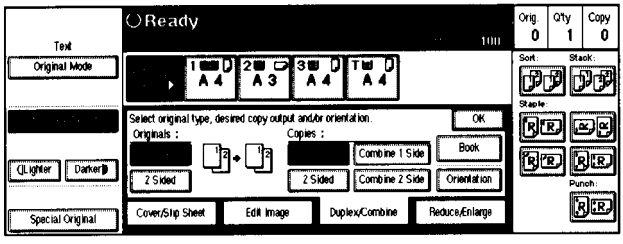
Copies 2-sided originals together to both sides of a sheet.



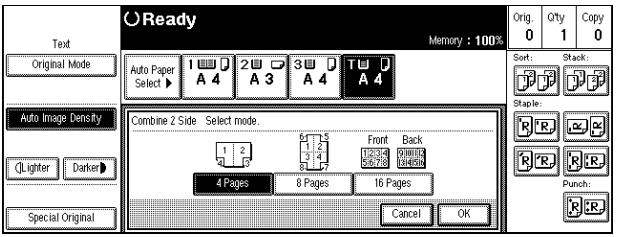
1 Touch the **[Duplex/Combine] key.**



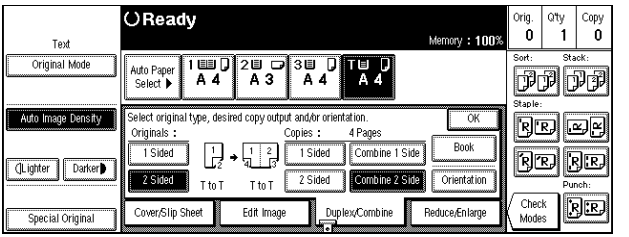
2 Touch the [2 Sided] key for original, then touch the [Combine 2 Side] key for copy.



3 **Touch the [4Pages] key, then touch the [OK] key.**



4 **Check the orientation.**



Note

❒ To change the copy orientation to "Top to Bottom", touch the **[Orientation]** key and select **[Top to Bottom]**. See ⇒ P.92 *"Specifying Orientation of Bound Originals"*.

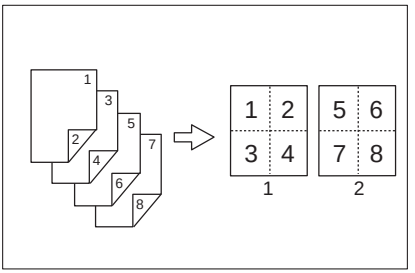
5 **Touch the [OK] key**

6 **Select paper.**

7 **Set your originals, then press the 【Start】 key.**

2 Sided 8 Pages → Combine 2 Side

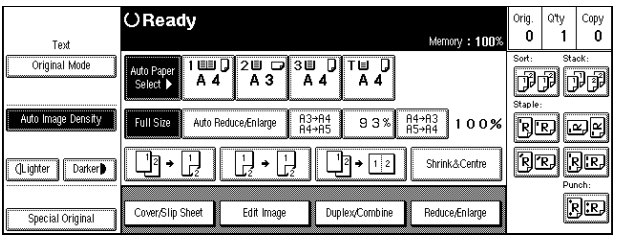
Copies four 2-sided originals together to both sides of a sheet.



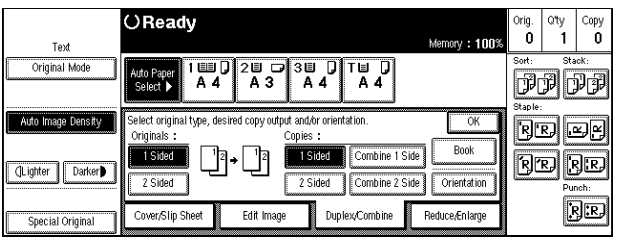
1. **Front**

2. **Back**

1 **Touch the [Duplex/Combine] key.**

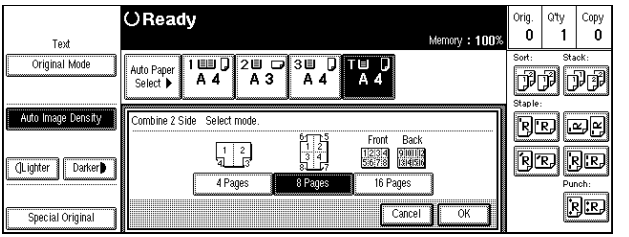


2 **Touch the [2 Sided] key for original, then touch the [Combine 2 Side] key for copy.**

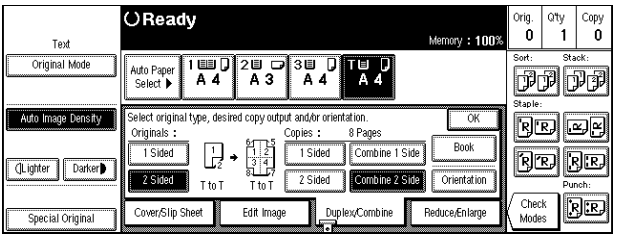


2

3 **Touch the [8Pages] key, then touch the [OK] key.**



4 **Check the orientation.**



Note

❒ To change the copy orientation to "Top to Bottom", touch the **[Orientation]** key and select **[Top to Bottom]**. See ⇒ P.92 *"Specifying Orientation of Bound Originals"*.

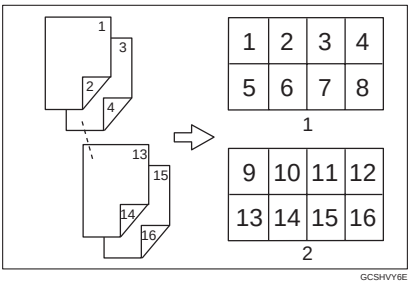
5 **Touch the [OK] key**

6 **Select paper.**

7 **Set your originals, then press the 【Start】 key.**

2 Sided 16 Pages → Combine 2 Side

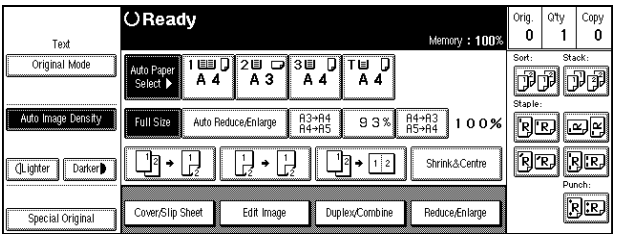
Copies eight 2-sided originals together to both sides of a sheet.



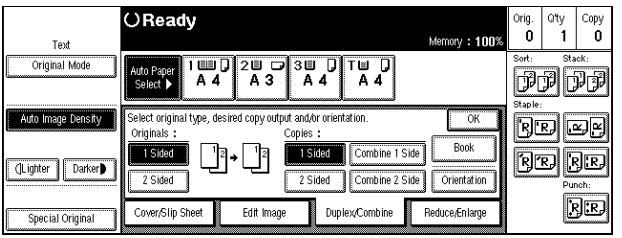
1. **Front**

2. **Back**

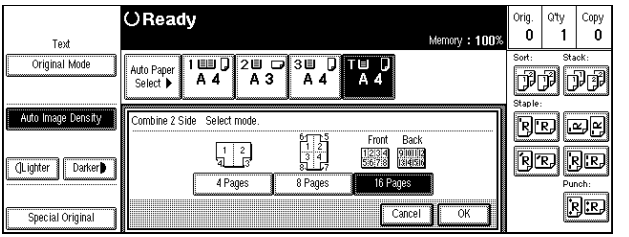
1 **Touch the [Duplex/Combine] key.**



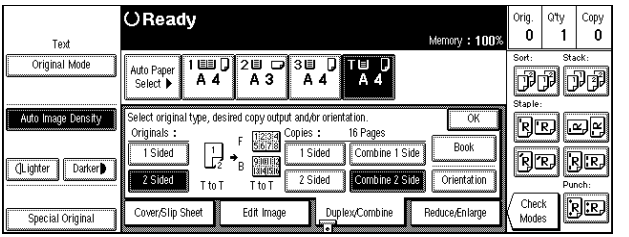
2 **Touch the [2 Sided] key for original, then touch the [Combine 2 Side] key for copy.**



3 **Touch the [16 Pages] key, then touch the [OK] key.**



4 **Check the orientation.**



Note

❒ To change the copy orientation to "Top to Bottom", touch the **[Orientation]** key and select **[Top to Bottom]**. See ⇒ P.92 *"Specifying Orientation of Bound Originals"*.

5 **Touch the [OK] key**

6 **Select paper.**

7 **Set your originals, then press the 【Start】 key.**

Book

Series copies are made by separately copying the front and back of a 2-sided original or the two facing pages of a spread original onto two sheets of paper. A book is made by copying two or more originals in page order.

There are the following types of Series and Book modes.

Series Copies

❖ **Book → 1 Sided**
Copies the two facing pages of a spread original to make two 1-sided copies.

❖ **Book → 2 Sided**
Copies the front and back of a 1-sided original to make two 1-sided copies.

Book

❖ **Book → 2 Sided**
Copies a spread two-page original onto both sides of a sheet.

❖ **Multi → 2 Sided**
Copies each spread two-page original as it is onto both sides of a sheet.

❖ **Booklet**
Make copies in page order for a folded booklet.

❖ **Magazine**
Copies two or more originals to make copies in page order (as when they are folded and stacked).

Limitation

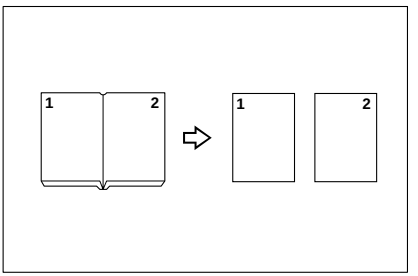
❒ You cannot use the bypass tray with this function.

Series Copies—Making One-sided Copies From Various Originals

Book → 1 Sided—Making One-sided Copies From Two Facing Page Of A Bound Original (Book)

2

You can make one-sided copies from two facing pages of a bound original (book).



Note

❒ Refer to the following table when you select original and copy paper sizes with 100 % ratio:

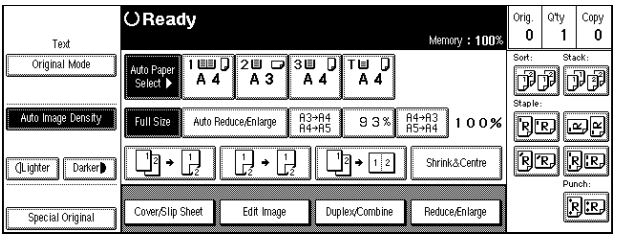
❖ **Metric version**

Original	Copy paper
A3	A4 ×2 sheets
B4	B5 ×2 sheets
A4	A5 ×2 sheets

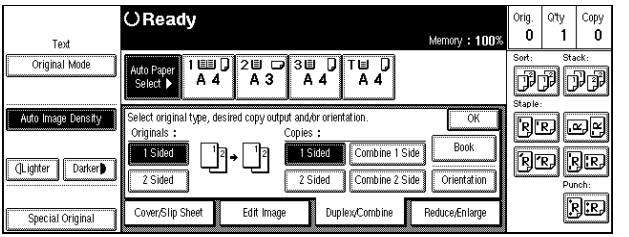
❖ **Inch version**

Original	Copy paper
11" × 17"	$8^1/_2$" × 11" ×2 sheets
$8^1/_2$" × 11"	$5^1/_2$" × $8^1/_2$" ×2 sheets

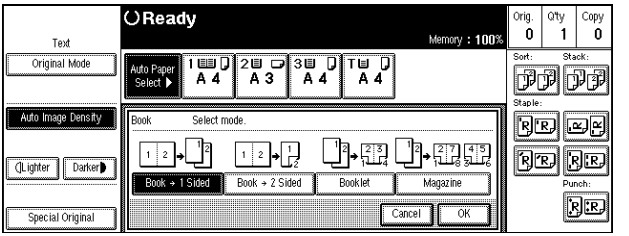
1 **Touch the [Duplex/Combine] key.**



2 **Touch the [Book] key.**



3 **Touch the [Book→1 Sided] key.**



4 **Touch the [OK] key.**

5 **Touch the [OK] key.**

6 **Make sure the [Auto Paper Select] is selected.**

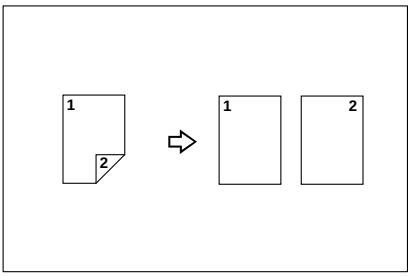
Note

❒ If not, select the **[Auto Paper Select]**.

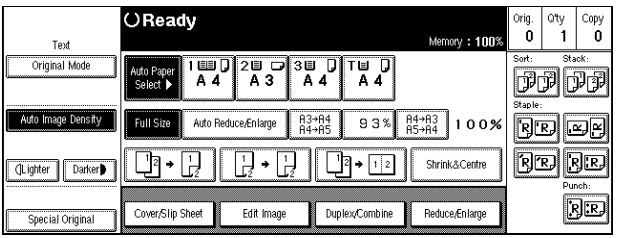
7 **Set your originals, then press the 【Start】 key.**

2 Sided→1 Sided—Making One-sided Copies From Two-sided Originals

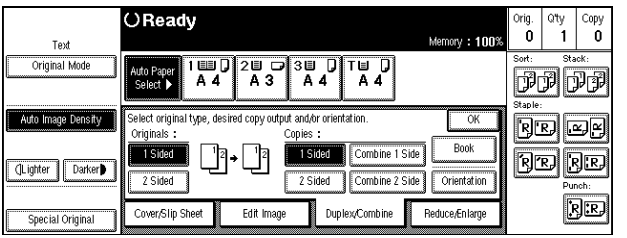
You can make one-sided copies from two-sided originals.



1 **Touch the [Duplex/Combine] key.**



2 **Touch the [2 Sided] key for original, then touch the [1 Sided] key for copy.**



3 **Check the orientation.**

Note

❒ To change the original orientation to "Top to Bottom", touch the **[Orientation]** key, then select **[Top to Bottom]**. See ⇒ P.92 *"Specifying Orientation of Bound Originals"*.

4 **Touch the [OK] key**

5 **Set your originals, then press the 【Start】 key.**

Book

Limitation

❒ You cannot use the bypass tray with this function.

❒ The machine cannot copy originals different in size and direction.

Note

❒ The machine sets the reproduction ratio automatically to meet the paper size and copies the originals together onto the paper.

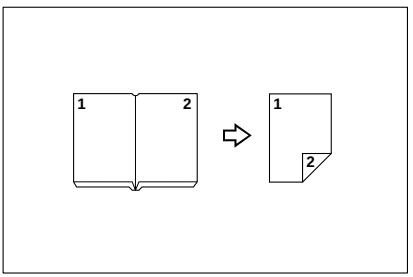
❒ The machine uses ratios in the range of 32 to 400 %.

❒ If the calculated ratio is under the available minimum ratio, it will be adjusted to the minimum ratio. However, with some ratios, parts of the image might not be copied.

❒ Even if the direction of originals is different from that of the copy paper, the machine will automatically rotate the image by 90° to make copies properly.

Book→2 Sided

Copies a two-page spread original onto both sides of a sheet.



Important

❒ If **[Multi → 2 sided]** has been selected in "Book Duplex" of the user tools, change it to **[Book→2 Sided]**. See "Book Duplex" in ⇒ P.201 *"General Features 2/3"*.

Note

❒ Refer to the following table when you select original and copy paper sizes with 100 % ratio:

❖ **Metric version**

Original	Copy paper
A3□	A4 (2-sided)
B4□	B5 (2-sided)

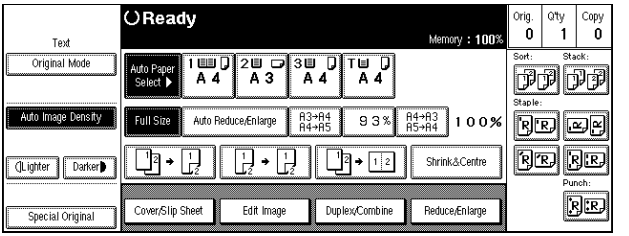
Original	Copy paper
A4	A5 (2-sided)

❖ **Inch version**

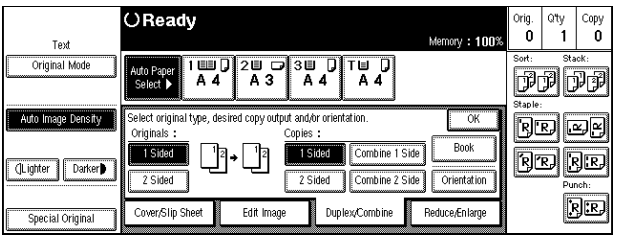
Original	Copy paper
11" × 17"	$8^1/_2$" × 11" (2-sided)
$8^1/_2$" × 11"	$5^1/_2$" × $8^1/_2$" (2-sided)

2

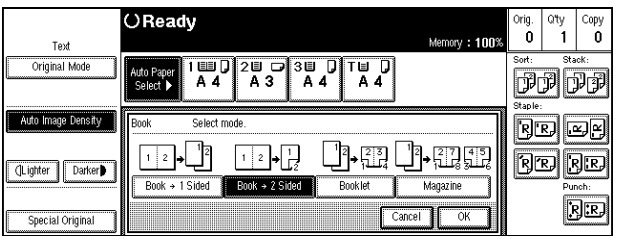
1 **Touch the [Duplex/Combine] key.**



2 **Touch the [Book] key.**



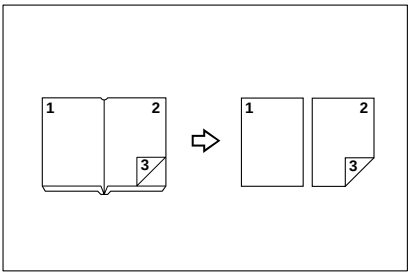
3 **Touch the [Book→2 Sided] key.**



4 **Set your originals, then press the 【Start】 key.**

Multi → 2 Sided

Copies each two-page spread original as it is onto both sides of a sheet.



Important

❒ If **[Book→2 Sided]** has been selected in "Book Duplex" of the user tools, change it to **[Multi → 2 sided]**. See "Book Duplex" in ⇒ P.201 *"General Features 2/3"*.

Note

❒ Refer to the following table when you select original and copy paper sizes with 100 % ratio:

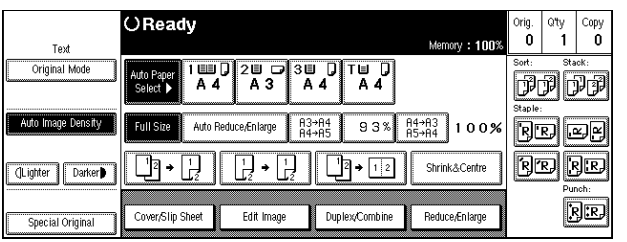
❖ **Metric version**

Original	Copy paper
A3	A4 (2-sided)
B4	B5 (2-sided)
A4	A5 (2-sided)

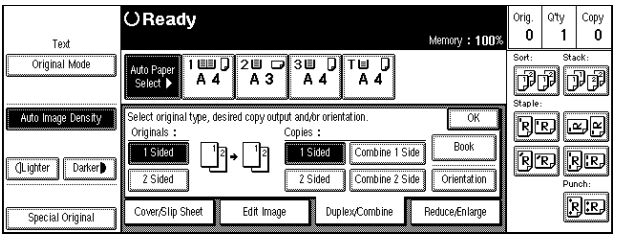
❖ **Inch version**

Original	Copy paper
11" × 17"	$8^1/_2$" × 11" (2-sided)
$8^1/_2$" × 11"	$5^1/_2$" × $8^1/_2$" (2-sided)

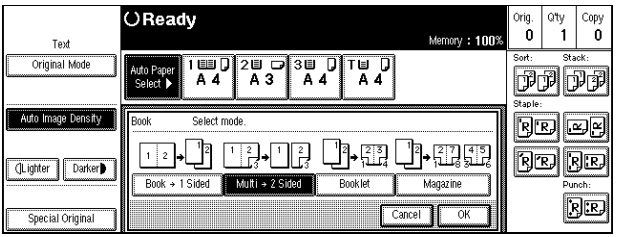
1 **Touch the [Duplex/Combine] key.**



2 Touch the [Book] key.



3 Touch the [Multi → 2 sided] key.



4 Touch the [OK] key and select paper.

5 Set your originals, then press the 【Start】 key.

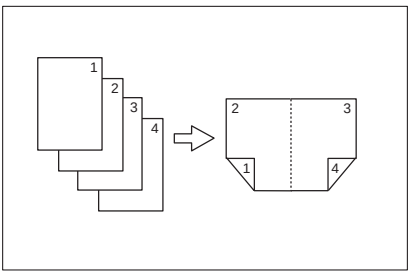
Note

❒ When placing one original on the exposure glass or in the document feeder in Batch (SADF) mode, press the 【#】 key at the last original.

Booklet

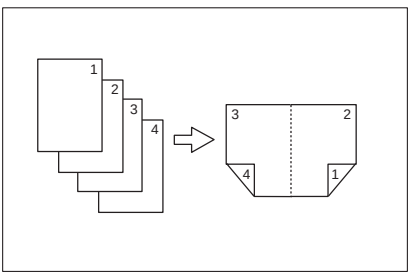
Make copies in page order for a folded booklet as shown in the following illustrations:

❖ Portrait



GCBOOK0E

❖ Landscape



GCBOOK1E

Important

❒ Before selecting this function, select "Portrait" or "Landscape" with the user tools. See "Booklet/Magazine Original Orientation" in ⇒ P.206 *"Page Format $^{2}/_{2}$"*.

Note

❒ Four originals are copied onto each sheet of copy paper.

❒ In this mode, the machine sets the reproduction ratio automatically to meet the paper size and copies the originals together onto the paper.

❒ A ratio is selected in the range of 32 to 400 %.

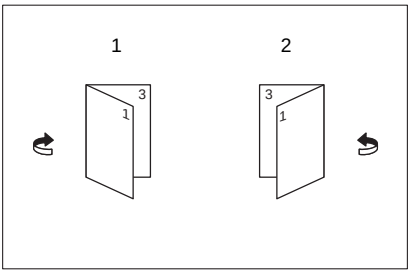
❒ If the calculated ratio is under the available minimum ratio, it will be adjusted to the minimum ratio. However, with some ratios, parts of the image might not be copied.

❒ If the number of originals scanned is less than a multiple of 4, pressing the【#】key allows the last page(s) to be copied blank. You can also change the system

setting to automatically avoid such copying. See "Combine: Auto Eject" in ⇒ P.210 *"Input Output"*.

❒ You can have a 3 mm, 0.1" bounding margin around all four edges of the original left blank (erased). See "Combine Original Shadow Erase" in ⇒ P.205 *"Page Format $^{1}/_{2}$"*.

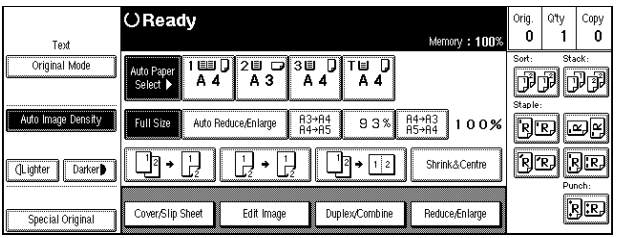
How to fold and unfold copies to make a booklet



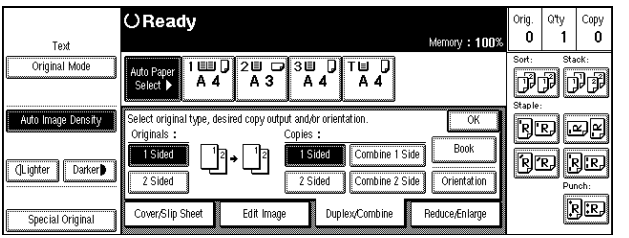
1. **Portrait**

2. **Landscape**

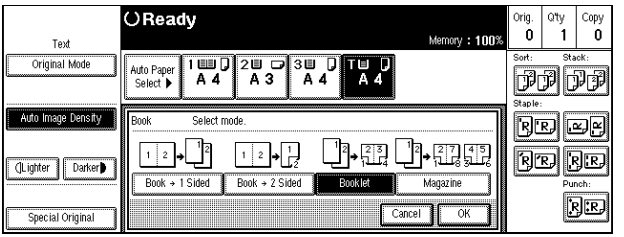
1 **Touch the [Duplex/Combine] key.**



2 **Touch the [Book] key.**



3 **Touch the [Booklet] key, followed by the [OK] key.**



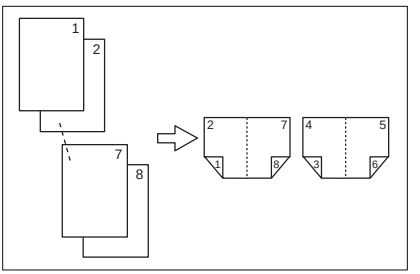
4 **Select paper.**

5 **Set your originals, then press the 【Start】 key.**

Magazine

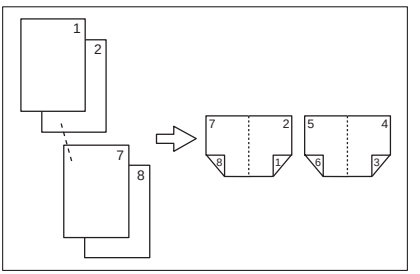
Copies two or more originals to make copies in page order when they are folded and stacked.

❖ Portrait



GCBOOK3E

❖ Landscape



GCBOOK4E

Important

❒ Before selecting this function, select "Portrait" or "Landscape" with the user tools. See "Booklet/Magazine Original Orientation" in ⇒ P.206 *"Page Format $^{2}/_{2}$"*.

Note

❒ Four originals are copied onto each sheet of copy paper.

❒ In this mode, the machine sets the reproduction ratio automatically to meet the paper size and copies the originals together onto the paper.

❒ A ratios selected in the range of 32 to 400 %.

❒ If the calculated ratio is under the available minimum ratio, it will be adjusted to the minimum ratio. However, with some ratios, parts of the image might not be copied.

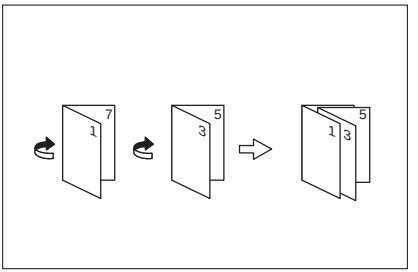
❒ If the number of originals scanned is less than a multiple of 4, pressing the【#】key allows the last page(s) to be copied blank. You can also change the system

setting to automatically avoid such copying. See "Combine: Auto Eject" in ⇒ P.210 *"Input Output"*.

❒ You can have a 3 mm bounding margin around all four edges of the original left blank (erased). See "Combine Original Shadow Erase" in ⇒ P.205 *"Page Format $^{1}/_{2}$"*.

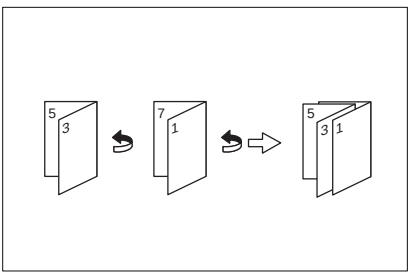
How to fold and unfold copies to make a magazine

❖ Portrait



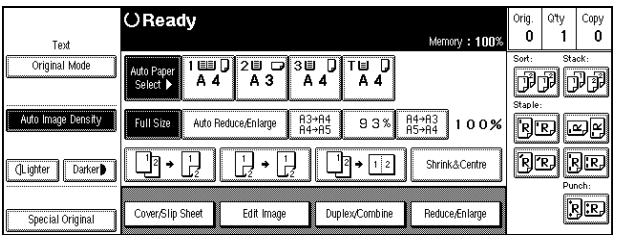
GCBOOK5E

❖ Landscape



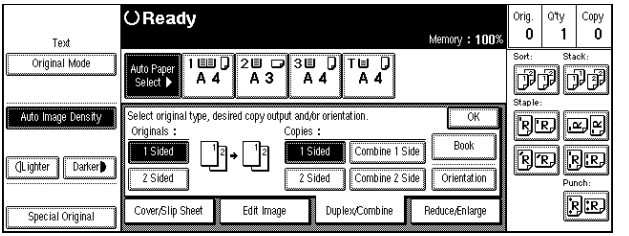
GCBOOK6E

1 **Touch the [Duplex/Combine] key.**

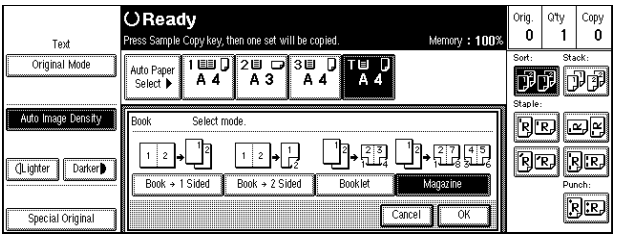


2

2 **Touch the [Book] key.**



3 **Touch the [Magazine] key, followed by the [OK] key.**



4 **Select paper.**

5 **Set your originals, then press the 【Start】 key.**

Note

❒ It takes some time to scan the originals and make copies.

Cover/Slip Sheet—Adding Or Inserting Sheets

In this function, you can add or insert cover or paper designate.

There are four types in this function:

❖ **Front Cover**
The first page of your originals is copied on a specific paper sheets for covers.

❖ **Front/Back Covers**
The first and last pages of your originals are copied on specific paper sheets for covers.

❖ **Paper Designate**
Use this function to have certain pages of your original copied onto slip sheets.

❖ **Chapters**
If you specify the first page of each chapter with this function, those pages will always appear on the front of copies when using 1 sided → 2 sided mode.

Limitation

❒ You cannot use the bypass tray with this function.

Note

❒ Before selecting this function, set the tray for front cover paper and slip sheet paper. See "Special Paper Indication" of the "System Settings" manual.

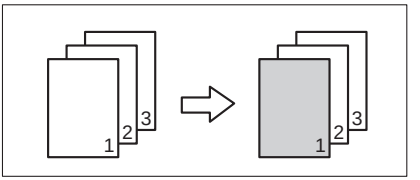
❒ The cover or slip sheets should be identical in size and direction with the copy paper.

❒ If Blank mode is selected, the cover will not be counted as a copy.

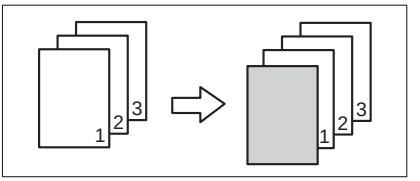
Front Cover—Copying Or Adding A Front Cover

The first page of your originals is copied on a specific paper sheets for covers.

❖ **Copy**



❖ **Blank**

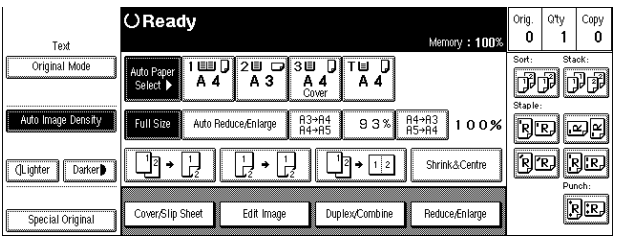


Note

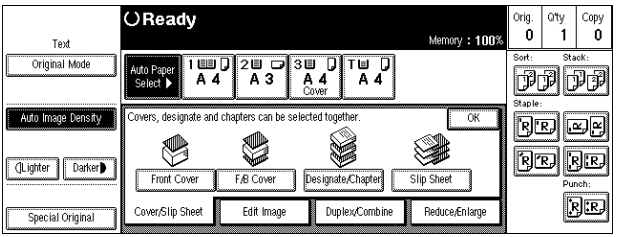
❒ You can specify whether to make a copy on a sheet for covers. If you select **[Copy]**, the first page will be copied on the cover sheet. If you select **[Blank]**, a cover sheet will just be inserted before the first copy.

❒ When selecting **[Copy]**, select "1 Sided" or "2 Sided" for the side to be copied on. See "Cover Mode" in ⇒ P.205 *"Page Format $^1/_2$"*.

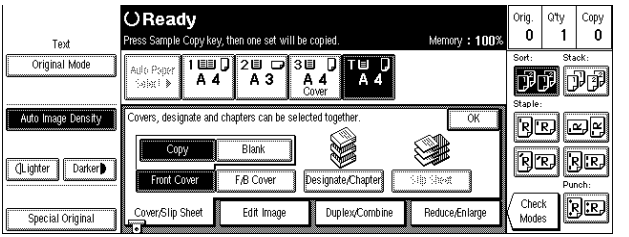
1 **Touch the [Cover/Slip Sheet] key.**



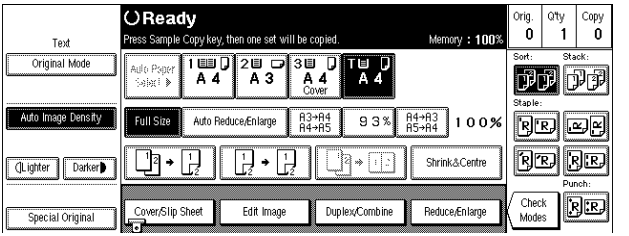
2 **Touch the [Front Cover] key.**



3 **Select [Copy] or [Blank], and then touch the [OK] key.**



4 **Select the tray you use.**

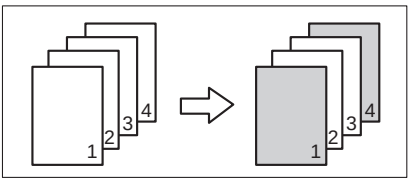


5 **Set your originals in the document feeder, then press the【Start】key.**

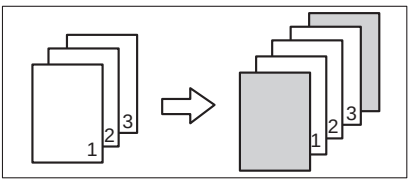
Front/Back Covers—Copying Or Adding Front And Back Covers

The first and last pages of your originals are copied on specific paper sheets for covers.

❖ **Copy**



❖ **Blank**



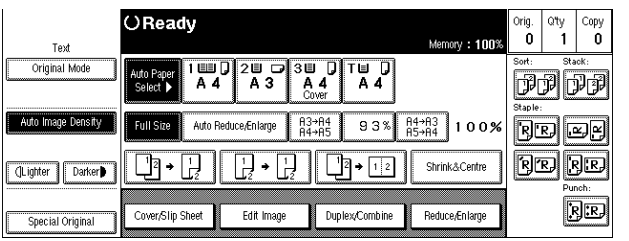
Note

❒ You can specify whether to make a copy on a cover sheet. If you select **[Copy]**, the first and last pages will be copied on the cover sheets. If you select **[Blank]**, a cover sheet will just be inserted before the first copy and another sheet after the last copy.

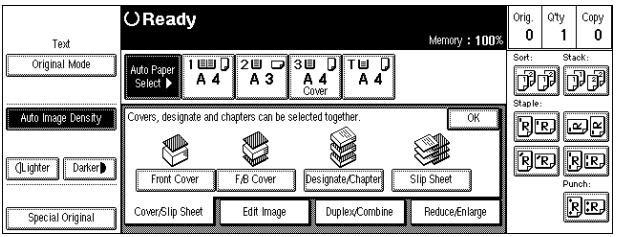
❒ When selecting **[Copy]**, select "1 Sided" or "2 Sided" for the side to be copied on. See "Cover Mode" in ⇒ P.205 *"Page Format $^1/_2$"*.

❒ When making a 1-sided front cover copy, you can specify to deliver the back cover side either face up or face down. See "Copy Back Cover" in ⇒ P.205 *"Page Format $^1/_2$"*.

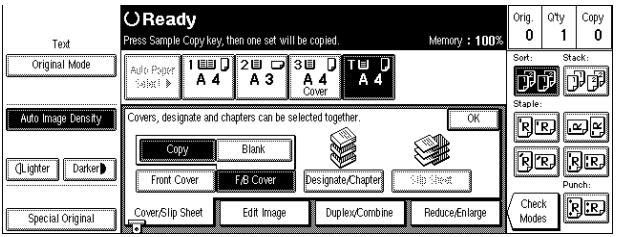
1 **Touch the [Cover/Slip Sheet] key.**



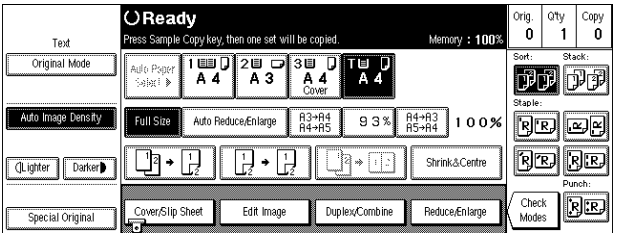
2 **Touch the [F/ B Cover] key.**



3 **Select [Copy] or [Blank], and then touch the [OK] key.**



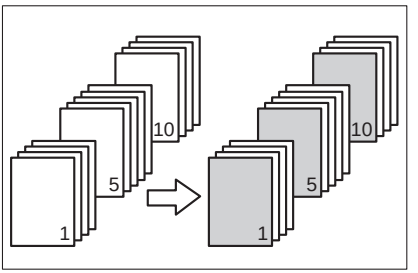
4 **Select the tray you use.**



5 **Set your originals in the document feeder, then press the【Start】key.**

Designate—Copying Designated Pages Of Originals Onto Slip Sheets

Use this function to have certain pages of your original copied onto slip sheets.



Limitation

❒ You cannot use this function with Slip Sheet mode.

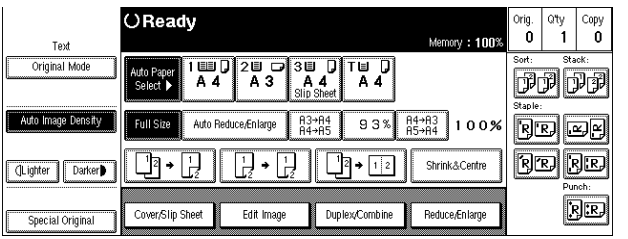
Note

❒ You can specify up to 20 page numbers.

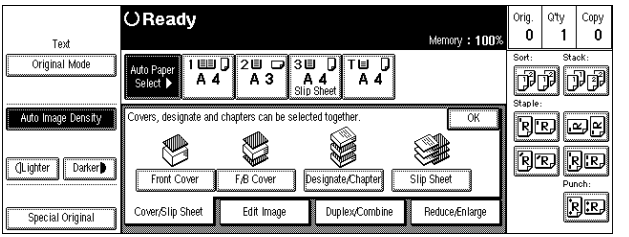
❒ When "1 Sided → 2 Sided" has been selected, the page numbers you designate will always be copied onto the front of copies in the same way as Chapters mode.

❒ Before using this function, set the special paper tray for slip sheets using the user tools. See "Paper Size Setting" and "Special Paper Indication" of the "System Settings" manual.

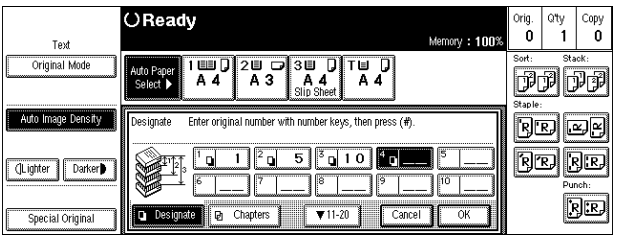
1 **Touch the [Cover/Slip Sheet] key.**



2 **Touch the [Designate/Chapter] key.**



3 **Enter the page number you want to copy onto a slip sheet with the【Number】keys. Then, press the【#】key.**



This display shows example settings.

Note

❒ To change the value entered, press the【Clear/Stop】key and enter the new value.

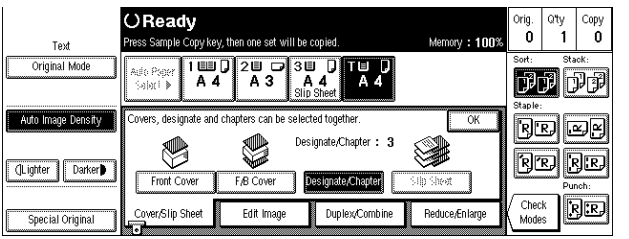
4 **To specify another page number, repeat Step 3.**

5 **When you wish to finish specifying page number (s), touch the [OK] key.**

Note

❒ To change the number entered, select the desired item, then enter the new number.

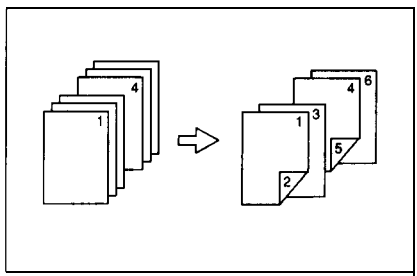
6 **Select the tray you wish to use.**



7 **Set your originals, then press the【Start】key.**

Chapters-Separating One-sided Originals Into Chapters Of Two-sided Copies

The page numbers you specify with this function will appear on the front of copy sheets.



Limitation

❒ **You** cannot use this function with Slip Sheet mode.

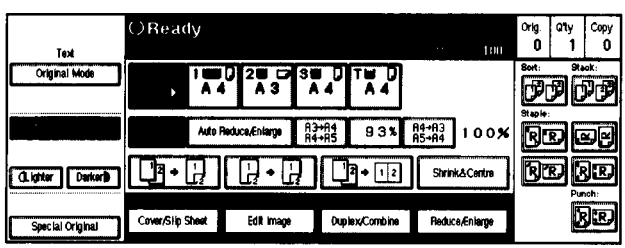
Note

❒ You can specify up to 20 page numbers.

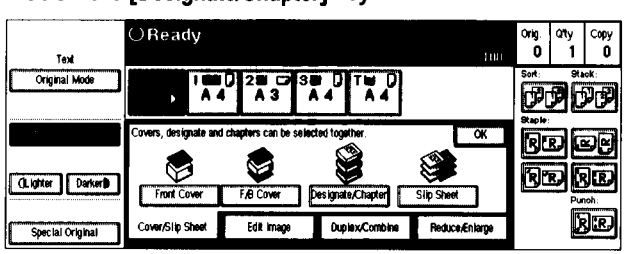
❒ Before selecting this function, touch the **[Duplex/Combine]** key and select "1 Sided" for original side, and "2 Sided" for copy side.

❒ This function can be combined with the Designate function.

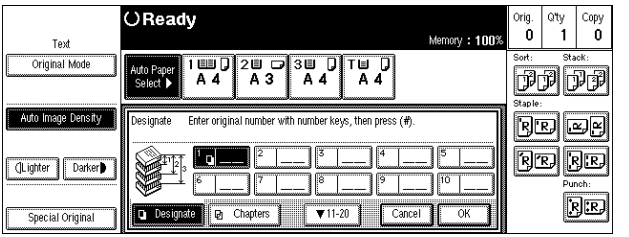
1 Touch the **[Cover/Slip Sheet] key.**



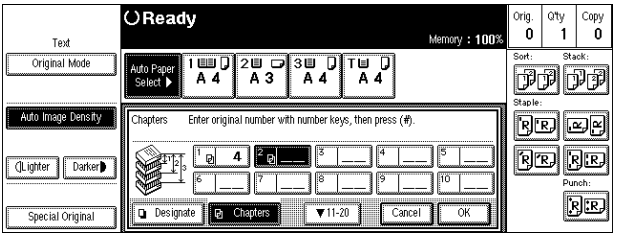
2 Touch **the [Designate/Chapter] key.**



3 **Touch the [Chapters] key.**



4 **Enter the page number of the first page of the first chapter with the 【Number】 keys. Then, press the 【#】 key.**



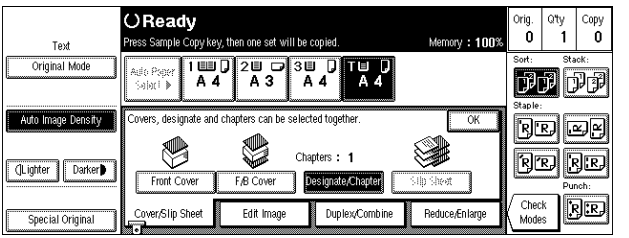
This display shows example settings.

Note

❒ To change the value entered, press the 【Clear/Stop】 key and enter the new value.

5 **To specify another page number, repeat Step 4.**

6 **When you finish specifying the page number (s), touch the [OK] key.**



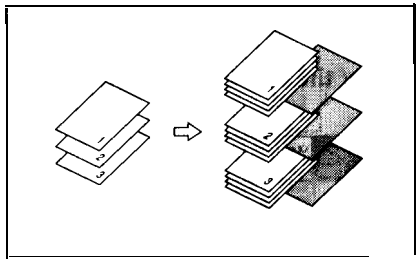
Note

❒ To change the number entered, select the desired item, then enter the new number.

7 **Set your originals, then press the 【Start】 key.**

Slip Sheet-Copying Or Inserting Slip Sheet

Every time the original's page changes, a slip sheet is inserted. This function can be used to insert a slip sheet automatically between every OHP transparencies copied or used as a stack function. You can also copy onto the inserted slip sheets.



Limitation

❒ **You** cannot use this function with Chapters and Paper Designate modes.

Note

❒ Before selecting this function, specify the paper tray for slip sheets. See "Special Paper Indication" of the "System Settings" manual.

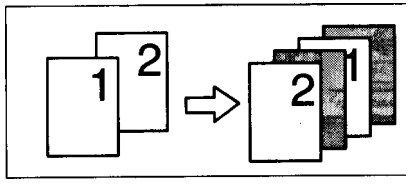
❒ Set the slip sheets in the same orientation as originals.

❒ You can specify whether to make copies onto the inserted slip sheets or not.

❒ If you do not copy onto slip sheets, they are excluded from the number of copies counted.

When using OHP transparencies set on the bypass tray

◆ Blank



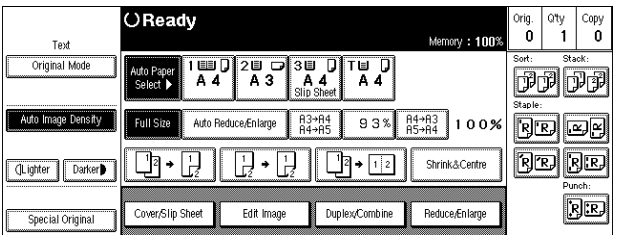
Limitation

❒ Press the 【#】 key and set the "Special Paper" setting to "OHP". See ⇒ P.62 *"When copying onto OHP transparencies or thick paper"*.

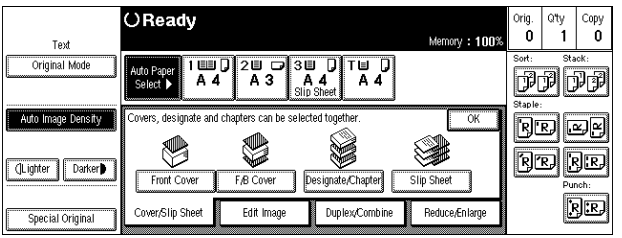
❒ When you select "OHP", copy paper is delivered face-up even if you have set the "Face Up/Down Selection in Bypass Mode" setting to "Face Down Exit." See "Face-Up/Down Selection in Bypass Mode" in ⇒ P.212 *"Count Manager"*

❒ When copying two or more originals using the bypass tray, the copies are delivered in the reversed page order.

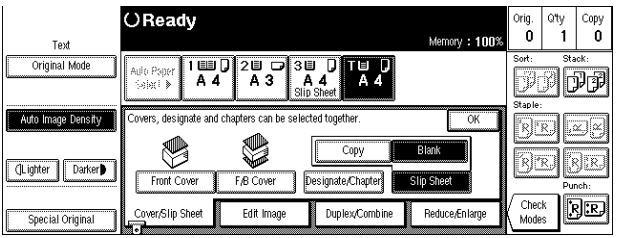
1 **Touch the [Cover/Slip Sheet] key.**



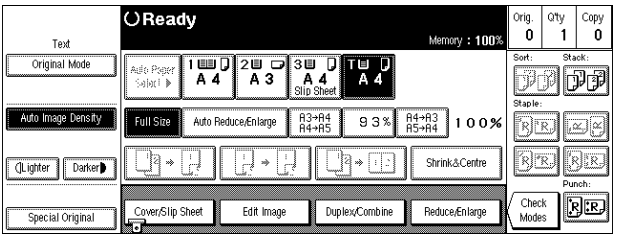
2 **Touch the [Slip Sheet] key.**



3 **Select [Copy] or [Blank], followed by the [OK] key.**



4 **Select a tray.**



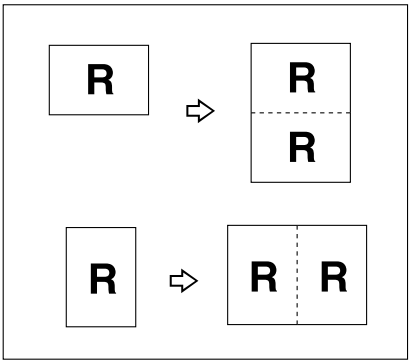
Note

❒ When using OHP transparencies, open the bypass tray.

5 **Set your originals, then press the [Start] key.**

Double Copies—Copying The Image Twice On One Page

The one original image is copied twice on one copy as shown in the illustration.



Limitation

❒ The following originals cannot be detected properly on the exposure glass. Be sure to select the copy paper manually or set the originals in the optional document feeder.

Metric version	A5, B6
Inch version	$5^1/_2" \times 8^1/_2"$

❒ You cannot use the bypass tray with this function.

Note

❒ You can insert separate lines between repeated images. See "Double Copies Separation Line" in ⇒ P.206 *"Page Format $^2/_2$"*.

❒ Refer to the following table when you select original and copy paper sizes with 100 % ratio:

❖ **Metric version**

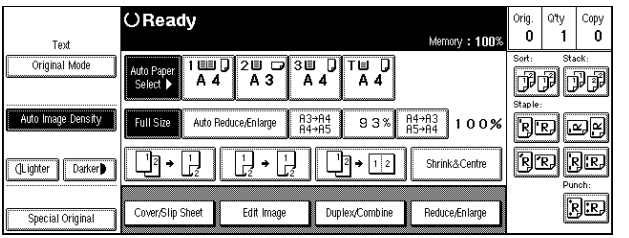
Original size and direction	Copy paper size and direction
A5	A4
B6	B5
A4	A3
A5	A4
B6	B5

❖ **Inch version**

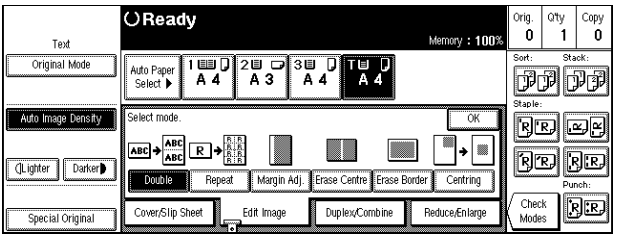
Original size and direction	Copy paper size and direction
$5^1/_2" \times 8^1/_2"$ ▭	$8^1/_2" \times 11"$ ▯
$5^1/_2" \times 8^1/_2"$ ▯	$8^1/_2" \times 11"$ ▭
$8^1/_2" \times 11"$ ▯	$11" \times 17"$ ▭

2

1 **Touch the [Edit Image] key.**



2 **Touch the [Double] key.**

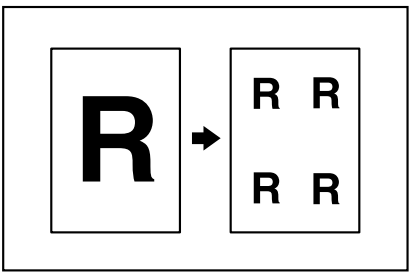


3 **Touch the [OK] key, then select the paper.**

4 **Set your originals, then press the 【Start】 key.**

Image Repeat—Repeating An Image Over The Entire Copy

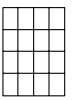
The original image is copied repeatedly.



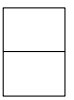
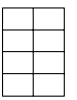
Note

❒ The number of repeated images depends on the original size, copy paper size, and reproduction ratio. Refer to the following table.

❖ **Original: A5 ▯/Copy paper: A4 ▯ or Original: A5▭/Copy paper A4▭**

4 repeats (71 %)	16 repeats (35 %)
Repeat1	 Repeat2

❖ **Original: A5 ▯/Copy paper: A4▭ or Original: A5▭/Copy paper A4 ▯**

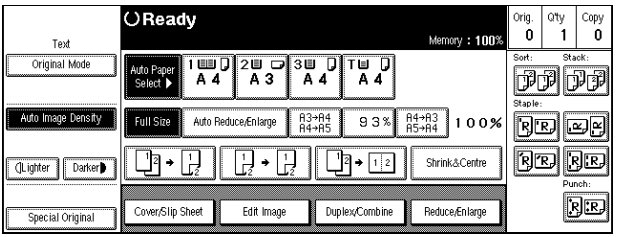
2 repeats (100 %)	8 repeats (50 %)
 Repeat3	 Repeat4

❒ Part of a repeated image might not be copied depending on copy paper size, copy paper direction or reproduction ratio.

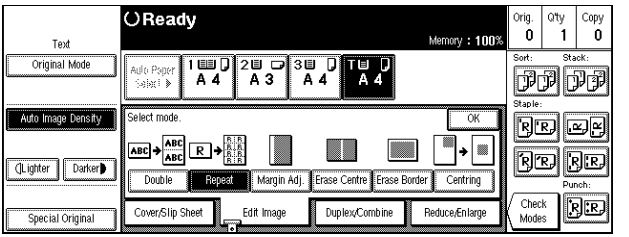
❒ You can insert separate lines between repeated images. See "Repeat Separation Line" in ⇒ P.206 *"Page Format $^{2}/_{2}$"*.

1 Select the size of the copy paper and the reproduction ratio.

2 Touch the [Edit Image] key.



3 Touch the [Repeat] key.

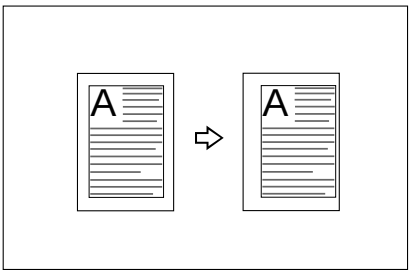


4 Touch the [OK] key.

5 Set your original, then press the 【Start】 key.

Margin Adjustment—Adjusting The Margin

You can shift the image either left or right to make a binding margin.



Limitation

❒ If you set too wide margin, areas you do not want to delete might be erased.

Note

❒ You can change the width of the binding margin as follows:

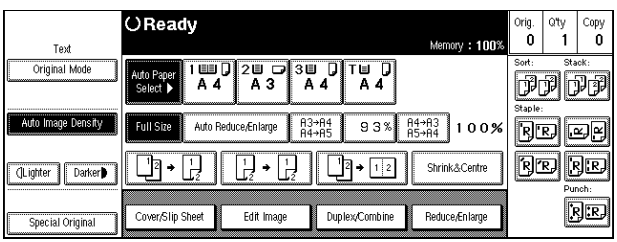
Metric version	0 – 30 mm (in 1 mm steps)
Inch version	0" – 1.0" (in 0.1" steps)

❒ The margin width default is as follows. You can change this default setting with the user tools. See "Front Margin: Left/Right" in ⇒ P.205 *"Page Format 1/2"*.

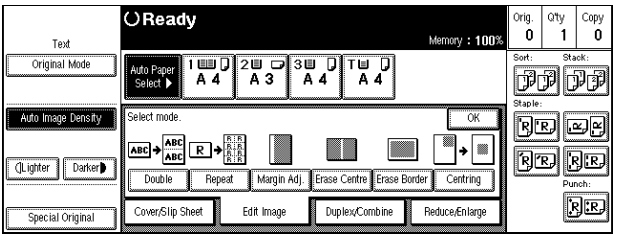
Metric version	• Front: 5 mm Left • Back: 5 mm Right
Inch version	• Front: 0.2" Left • Back: 0.2" Right

❒ When making two-sided copies from one-sided originals, you can set a binding margin for back pages. See "1 → 2 Duplex Auto Margin Adjust" in ⇒ P.205 *"Page Format 1/2"*.

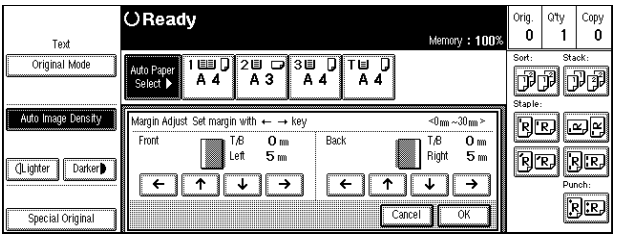
1 **Touch the [Edit Image] key.**



2 **Touch the [Margin Adj.] key.**



3 **Set a binding margin for a front page. Touch the [→] and [←] keys when setting the left and right margins, and the [↓] and [↑] keys when setting the top and bottom margins.**



Note

❒ To change the value entered, touch the **[←]**, **[→]**, **[↓]**, **[↑]** keys and enter the new value.

4 **Set a binding margin for back pages. Touch the [→] and [←] keys when setting the left and right margins, and the [↓] and [↑] keys when setting the top and bottom margins.**

Note

❒ You can specify the back margin only when the Duplex or the Two Sided copy with Combine is selected.

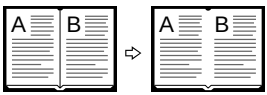
❒ If you do not need to specify the back margin, touch the **[OK]** key and go to Step 5.

5 **Set your originals, then press the 【Start】 key.**

Erase Centre/Border—Erasing The Centre And The Border

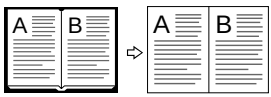
This function erases the centre and/or all four sides of the original image, such as book originals.

❖ **Erase Centre**



CenterEE

❖ **Erase Border**



BorderEE

There are two types in this function:

❖ **Centre**
This mode erases the centre margin of the original image.

❖ **Border**
This mode erases the surrounding area of the original image.

Note

❒ You can change the width of the erased margin as follows:

Metric version	3 – 50 mm (in 1 mm steps)
Inch version	0.1" – 2.0" (in 0.1" steps)

❒ The default setting of the erased margin is as follows. You can change this settings with the user tools. See "Erase Border" in ⇒ P.205 *"Page Format $^{1}/_{2}$"* and "Erase Centre" in ⇒ P.206 *"Page Format $^{2}/_{2}$"*.

Metric version	10 mm
Inch version	0.4"

❒ The width of the erased margin varies depending on the reproduction ratio.

❒ If the size of the original is different from sizes listed in the following chart, the erased margin might be shifted.

❖ **Metric version**

Where original is set	Paper size and orientation
Exposure glass	A3□, B4□, A4□□, B5□□, $8^1/_2$" × 13" □ *1
Document feeder	A3□, B4□, A4□□,B5□□,A5□□, B6□□, 11" × 17"□, 11" × 15"□, $8^2/_1$" × 11"□□, $8^1/_2$" × 13" □ *1

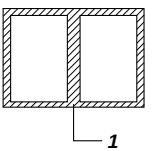
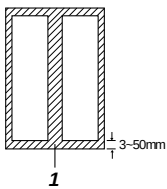
*1 You can select from $8^1/_2$" × 13", $8^1/_4$" × 13" and 8" × 13" using the user tool (system settings). See "<F/F4> Size Setting" of the "System Settings" manual.

❖ **Inch version**

Where original is set	Paper size and orientation
Exposure glass	11" × 17"□, $8^1/_2$" × 14"□, $8^1/_2$" × 11"□□
Document feeder	A4□□, 11" × 17"□, 11" × 15"□, $8^1/_2$" × 14"□, $8^1/_2$" × 11"□□, $5^1/_2$" × $8^1/_2$"□□, $8^1/_2$" × 13" □ *1

*1 You can select from $8^1/_2$" × 13", $8^1/_4$" × 13" and 8" × 13" using the user tool (system settings). See "<F/F4> Size Setting" of the "System Settings" manual.

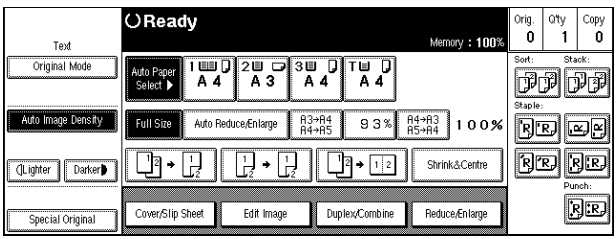
❒ The position of the margin to be erased is determined according to the original size and reproduction ratio.

□ copy paper	□ copy paper
	

1: Erased part

❒ You can use the Erase Centre and Erase Border functions together.

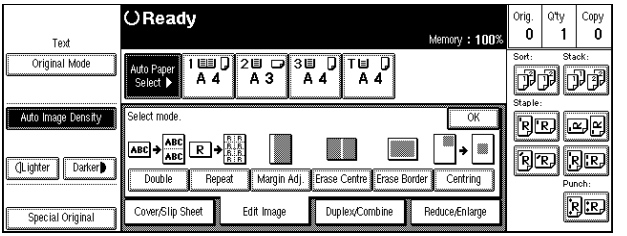
1 **Touch the [Edit Image] key.**



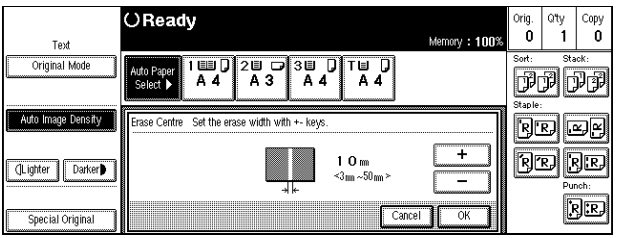
2 **Select the part to be erased.**

Erase Centre

❶ **Touch the [Erase Centre] key.**



❷ **Set the centre width with the [+] [−] keys. Then touch the [OK] key.**

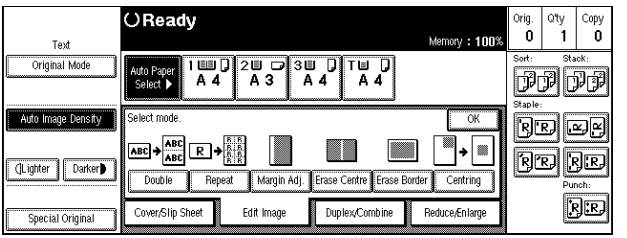


Note

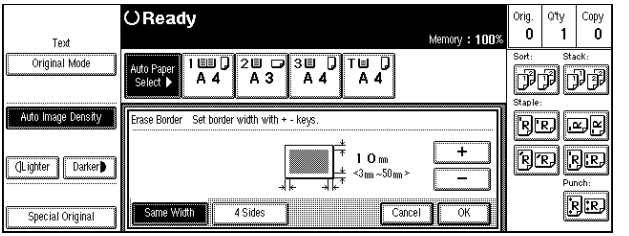
❒ To change the value entered, press the **[+] [−]** keys and set the new value.

Erase Border (Setting with the same width)

❶ **Touch the [Erase Border] key.**



❷ **Touch the [Same Width] key.**



❸ **Set an erase border width with the [+] and [−] keys, followed by the [OK] key.**

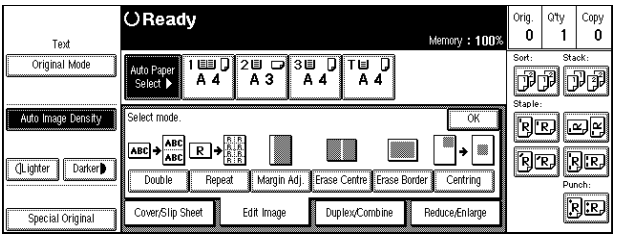
Note

❒ To change the erase border width entered, press the **[+]** and **[−]** keys and enter the correct erase border width.

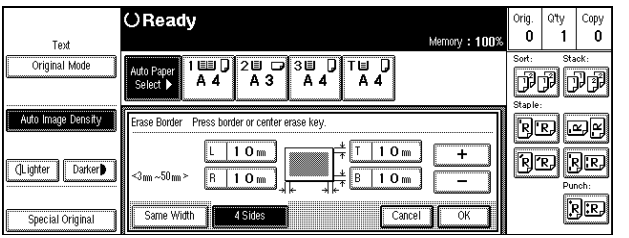
❒ If you have incorrectly set the width, correct it by touching the **[+]** and **[−]** keys.

Erase Border (Separately setting the top and bottom and left and right borders)

❶ **Touch the [Erase Border] key.**



❷ **Touch the [4 Sides] key.**



❸ **Touch the key for the border you wish to change and set an erase width with the [+] and [−] keys.**

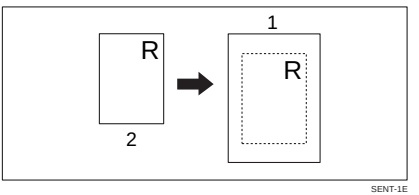
To change the erase border width entered, touch the **[+]** and **[−]** keys and enter the correct erase border width.

❹ **Press the [OK] key.**

3 **Set your originals, then press the 【Start】 key.**

Centring

You can make copies by moving the image to the centre of the copy paper.



1. **"Centre"**

2. **Full**

Limitation

- ❒ You cannot use the bypass tray with this function.
- ❒ If the direction of originals is different from that of the copy paper, the machine will not rotate the image by 90°(rotate-copy).
- ❒ If the original size cannot be measured, the centring function will not work.

Note

- ❒ The original sizes and directions for centring are listed below.

❖ **Metric version**

Original placed on:	Paper size and direction
Exposure glass	A3⧉, B4⧉, A4▯⧉, B5▯⧉, $8^1/_2$" × 13" ⧉ *1
Document feeder	A3⧉, B4⧉, A4▯⧉, B5▯⧉, A5▯⧉, B6▯⧉, 11" × 17"⧉, 11" × 15"⧉, $8^1/_2$" × 11"▯⧉, $8^1/_2$" × 13" ⧉ *1

*1 You can select from $8^1/_2$" × 13", $8^1/_4$" × 13" and 8" × 13" using the user tool (system settings). See "<F/F4> Size Setting" of the "System Settings" manual.

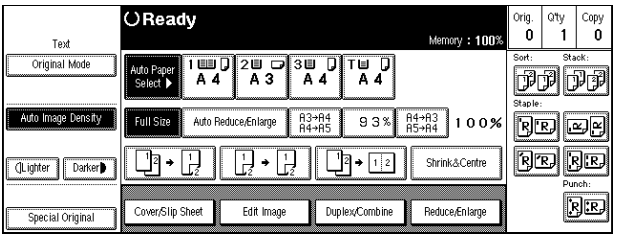
❖ **Inch version**

Original placed on:	Paper size and direction
Exposure glass	11" × 17"⧉, $8^1/_2$" × 14"⧉, $8^1/_2$" × 11"▯⧉
Document feeder	A4▯⧉, 11" × 17"⧉, 11" × 15"⧉, $8^1/_2$" × 14"⧉, $8^1/_2$" × 11"▯⧉, $5^1/_2$" × $8^1/_2$"▯⧉, $8^1/_2$" × 13" ⧉ *1

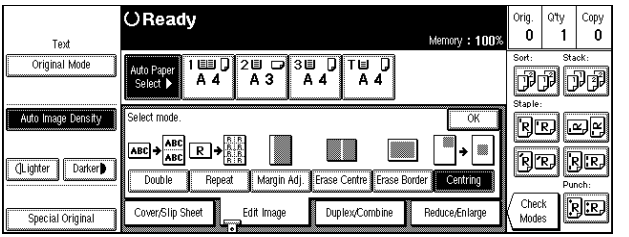
*1 You can select from $8^1/_2$" × 13", $8^1/_4$" × 13" and 8" × 13" using the user tool (system settings). See "<F/F4> Size Setting" of the "System Settings" manual.

1 **Select paper.**

2 **Touch the [Edit Image] key.**



3 **Touch the [Centring] key.**



4 **Touch the [OK] key.**

5 **Set your originals, then press the 【Start】 key.**

Combination Chart

The combination chart given below shows which modes can be used together. When you read the chart, please refer to the following table.

☆	means that these modes can be used together.
→	means that these modes cannot be used together. The mode after you select will be the mode you're working in.
×	means that these modes cannot be used together. The mode before you select will be the mode you're working in.

The following shows the combinations of functions.

		Mode after you Select																																				
																					Book							Cover/Slip Sheet		Edit Image					
		Batch (SADF)	Mixed Sizes	Selecting Copy Paper	Auto Paper Select	Auto Reduce/Enlarge	Sort	Rotate Sort	Stack	Staple	Punch	Copying From The Bypass Tray	Preset Reduce/Enlarge	Shrink&Centre	Zoom	Size Magnification	Duplex	Combine	Book→1 Sided	2 Sided→1 Sided	1 Sided→2 Sided	2 Sided→2 Sided	Booklet	Magazine	Cover/Designate/Chapters	Slip Sheet	Double	Repeat	Margin Adjust	Erase Centre/Border	Centring
Mode before you select	Batch (SADF)	--	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
	Mixed Sizes	❍	--	❍	❍	❍	❍	×	❍	×	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	×	❍	❍	❍	×	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
	Selecting Copy Paper	❍	❍	--	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
	Auto Paper Select	❍	❍	❍	--	→	❍	❍	❍	❍	❍	→	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	→	❍	→	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
	Auto Reduce/Enlarge	❍	❍	❍	→	--	❍	❍	❍	❍	❍	×	→	❍	→	→	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	→	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
Mode before you select	Sort	❍	❍	❍	❍	❍	--	→	→	❍	❍	×	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	×	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
	Rotate Sort	❍	×	❍	❍	❍	→	--	×	×	×	×	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	×	×	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
	Stack	❍	❍	❍	❍	❍	→	×	--	→	❍	×	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
	Staple	❍	×	❍	❍	❍	❍	×	→	--	❍	×	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	×	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
	Punch	❍	❍	❍	❍	❍	❍	×	❍	❍	--	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
Mode before you select	Copying From The Bypass Tray	❍	❍	❍	→	×	×	×	×	×	❍	--	❍	×	❍	❍	×	×	❍	❍	×	×	×	×	❍	×	❍	×	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	×
	Preset Reduce/Enlarge	❍	❍	❍	❍	→	❍	❍	❍	❍	❍	❍	--	❍	→	→	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
	Shrink&Centre	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	×	❍	--	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
	Zoom	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	→	❍	--	→	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
	Size Magnification	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	→	❍	→	--	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
	Duplex	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	×	❍	❍	❍	❍	--	→	→	→	→	→	→	→	❍	×	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
	Combine	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	×	❍	❍	❍	❍	→	--	→	→	→	→	→	→	×	×	×	×	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍

| Mode before you select | | | Mode after you Select | | |

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3. WHAT TO DO IF SOMETHING GOES WRONG

If Your Machine Does Not Operate As You Want

Message

Machine's Condition	Problem/Cause	Action
The machine instructs you to wait.	The machine is warming up.	Wait for the machine to warm-up. **Reference** You can use Auto Start mode during warm-up period. See ⇒ P.69 *"Auto Start—Entering Copy Job Settings During The Warm-up Period"*
	Copy paper is moving in the tray 1 (Tandem Tray).	Wait for the machine.
The machine cannot detect the original size.	Improper original is set. See ⇒ P.19 *"Sizes Difficult To Detect"*.	Set non-standard size original on the exposure glass.
		Input the both horizontal and vertical sizes of the non-standard original. See ⇒ P.29 *"Setting Originals On The Exposure Glass"*.
		Select paper manually, not in Auto Paper Select mode.
		Do not use Auto Reduce/ Enlarge mode.
	Original is not set.	Set your originals.
The machine instructs you to check the original direction.	There is no copy paper that is the same direction as the originals.	Set the original in the same direction as the copy paper.
The machine instructs you to check paper size.	Improper original size is set.	Select the proper paper size.
The machine cannot perform rotate-sorting for this paper size.	The size of paper for which no rotate-sorting is available is selected.	Select the proper paper size. ⇒ P.47 *"Sort—Sorting Into Sets (123, 123, 123)"*.

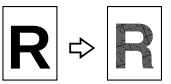
Machine's Condition	Problem/Cause	Action
Staple mode has been reset.	The paper size was changed during stapling.	You can only staple paper of the same size. Select the paper of the same size.
The number of sheets that can be stapled has been exceeded.	--	Check the stapler capacity. See ⇒ P.51 *"Staple"*.
The machine cannot staple this size paper.	--	Select the proper paper size that can be used in Staple mode. See ⇒ P.51 *"Staple"*
This paper is not available in Duplex mode.	A paper size not available in Duplex mode has been selected.	Select a paper size that can be used in Duplex mode. See ⇒ P.88 *"Duplex—Making Two-Sided Copies"*
You cannot enter the desired copy set number.	The number of copies exceeds the maximum copy quantity.	You can change the maximum copy quantity that you can make at a time. See " Maximum copy quantity" in ⇒ P.201 *"General Features 2/3"*

Display

Problem	Cause	Action
The panel display is off.	The screen contrast knob is turned to the dark position.	Set the screen contrast knob to the light position for proper viewing of the panel display.
	The machine is in Energy Saver mode.	Press the **【Clear Modes/Energy Saver】** key to cancel Energy Saver mode.
	The operation switch is turned off.	Turn on the operation switch.
Nothing happens when the operation switch is turned on.	The main power switch is turned off.	Turn on the main power switch. See ⇒ P.4 *"Guide To Components"*

If You Cannot Make Clear Copies

Problem	Cause	Action
Copies appear dirty.	The image density is too dark.	Adjust the image density. ⇒ P.36 *"Adjusting Copy Image Density"*.
	Auto Image Density is not selected.	Select Auto Image Density.
The reverse side of an original image is copied.	The image density is too dark.	Adjust the image density. ⇒ P.36 *"Adjusting Copy Image Density"*.
	Auto Image Density is not selected.	Select Auto Image Density.
A shadow appears on copies if you use the pasted originals.	The image density is too dark.	Adjust the image density. ⇒ P.36 *"Adjusting Copy Image Density"*.
		Change the direction of the original.
		Put mending tape on the pasted part.
The same copy area is dirty whenever making copies.	The exposure glass or document feeder belt is dirty.	Clean them. ⇒ P.219 *"Maintaining Your Machine"*.
Copies are too light.	The image density is too light.	Adjust the image density. ⇒ P.36 *"Adjusting Copy Image Density"*.
	Damp or rough grain paper is used.	Use dry paper without rough grain.
	Toner cartridge is almost empty.	Add toner. ⇒ P.172 *"D Adding Toner"*.
Parts of the image are not copied.	The original is not set correctly.	Set originals correctly. ⇒ P.29 *"Setting Originals"*.
	An improper paper size is selected.	Select the proper paper size.
Copies are blank.	The original is not set correctly.	Set originals correctly. ⇒ P.29 *"Setting Originals"*.

Problem	Cause	Action
A moire pattern is produced on copies. 	Your original has dot pattern image or many lines.	Place the original on the exposure glass at a slight angle.

If You Cannot Make Copies As You Want

Problem	Cause	Action
Copies are not stapled.	There are jammed staples in the stapler.	Remove jammed staples. See ⇒ P.188 *"e Removing Jammed Staples"*. **Note** ❒ After removing jammed staples, staples might not be ejected the first few times you try to use the stapler.
	The number of copies exceeds the capacity of the stapler.	Check the stapler capacity. See ⇒ P.51 *"Staple"*.
Staples are wrongly positioned.	Originals are not set correctly.	Set originals correctly. See ⇒ P.51 *"Staple"*.
Misfeeds occur frequently.	Copy paper size setting is not correct.	Set the proper paper size. See ⇒ P.182 *"Changing The Paper Size"*.
You cannot combine several functions.	Selected functions cannot be used together.	Refer to the combination chart. See ⇒ P.156 *"Combination Chart"*.
When sorting, the pages are divided into two blocks.	The memory became full in the middle of sorting and the pages were ejected in two blocks.	You can interrupt the copying when the memory becomes full. See "Memory Full Auto Scan Restart" in ⇒ P.210 *"Input Output"*.

Adjust Image

Problem	Cause	Action
In Double Copies mode, parts of the original image are not copied.	Combination of original and copy paper is not correct.	Select the proper original and copy paper. See ⇒ P.143 *"Double Copies—Copying The Image Twice On One Page"*

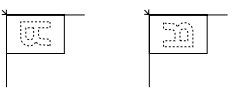
Problem	Cause	Action
In Centre/Border mode, parts of the original image are not copied.	You set the wide erased margin.	Set the narrow margin with the user tools. See "Erase Border" in ⇒ P.205 *"Page Format 1/2"* and "Erase Centre" in ⇒ P.206 *"Page Format 2/2"*.
	Your original has narrow margins on four sides.	
In Margin Adjustment mode, parts of the original image are not copied.	You set the wide erased margin.	Set the narrow margin with the user tools. See "Front Margin: Left/Right" and "Back Margin: Left/Right" in ⇒ P.205 *"Page Format 1/2"*.
In Image Repeat mode, the original image is not copied repeatedly.	You selected the same size copy paper as originals, and did not select the proper reproduction ratio.	Select copy paper larger than the originals.
		Select the proper reproduction ratio.

Combine

Problem	Cause	Action
You cannot make a book from a booklet or magazine by folding copies.	Combine Original Booklet Format or Combine Original Magazine Format is not correct.	Change the setting.⇒ P.95 *"Combine—Combining Originals Into One Copy"*
Parts of the image are not copied.	You specified an improper reproduction ratio that does not meet the sizes of your originals and copy paper.	When you specify a reproduction ratio using Manual Paper Select mode, make sure the ratio matches your originals and the copy paper. **Note** ❒ Select the correct reproduction ratio before using Combine mode.
	Your originals are not identical in size and direction.	Use originals that are identical in size and direction.

Problem	Cause	Action
Order of copies is not correct.	You set originals in the incorrect order.	When setting a stack of original in the document feeder, the last page should be on the bottom.
		If you set an original on the exposure glass, start with the first page to be copied.

Duplex

Problem	Cause	Action
Order of copies is not correct.	You set originals in the incorrect order.	When setting a stack of originals in the document feeder, the last page should be on the bottom.
		If you set an original on the exposure glass, start with the first page to be copied.
Orientation of copies (Top to Top, or Top to Bottom) is not correct.	You set originals in an incorrect direction or the orientation setting is incorrect.	Select the correct orientation, or set originals correctly. ⇒ P.88 *"Duplex—Making Two-Sided Copies"* **Note** ❒ If you set A3, 11" × 17" or B4, $8^1/_2$" × 14" originals as shown below, select **[Top to Bottom]** to make copies in "Top to Top" orientation. Or select **[Top to Top]** to make copies in "Top to Bottom" orientation.  CP270-A

Loading Paper

Note

❒ If you want to change the paper size of the tray 2 (550-sheet tray), see ⇒ P.95 *"Combine—Combining Originals Into One Copy"* and ⇒ P.182 *"Changing The Paper Size"*.

Reference

Regarding paper types and size, see ⇒ P.95 *"Combine—Combining Originals Into One Copy"* and ⇒ P.21 *"Copy Paper"*.

Tray 1 (Tandem Tray)

Important

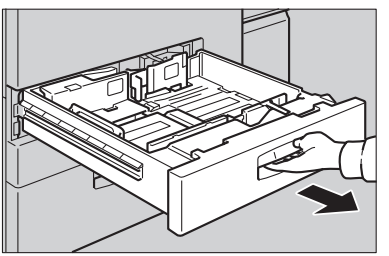
❒ When the paper on the right side in tray 1 runs out, the paper on the left side will automatically move to the right side. While the paper on the left side is moving, the machine instructs you to wait. At this time, do not pull out the tray.

Note

❒ You can supply paper even while you are making copies using the paper in tray 1. During copying, you can pull out the left half of the tray.

❒ Prepare paper of the same size as that loaded in the right of the tray. Load it in the left side in the same direction.

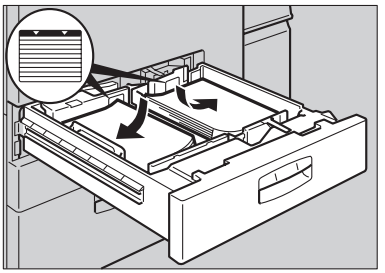
1 Pull out the paper tray until it stops.



TSPH080E

2 Square the paper and set it in the tray.

❖ **When the whole tray is pulled out:**

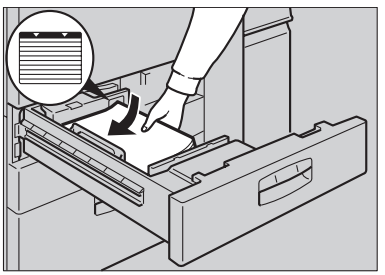


TSPH090E

Important

❒ Push the right paper to the right side, and the left paper to the left side.

❖ **When the left half of the tray is pulled out:**



TSPH100E

Important

❒ Do not stack paper over the limit mark.

❒ Make sure that the paper stack is flush with the left side fence.

Note

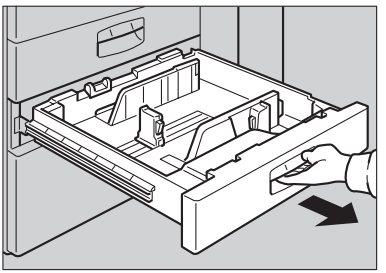
❒ Shuffle the paper before placing it in the tray.

❒ Correct the paper, if curled or warped, before placing it in the tray.

3 **Push the paper tray in until it stops.**

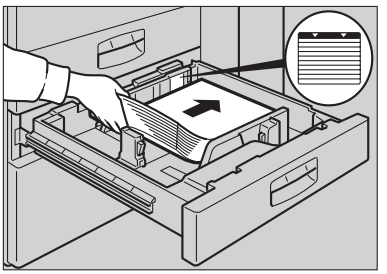
Tray 2 (550-sheet Tray)

1 **Pull out the paper tray until it stops.**



TSPH111E

2 **Square the paper and set it in the tray.**



TSPH130E

Important

❒ Do not stack paper over the limit mark.

❒ Make sure that the paper stack is flush with the right side fence.

Note

❒ Shuffle the paper before placing it in the tray.

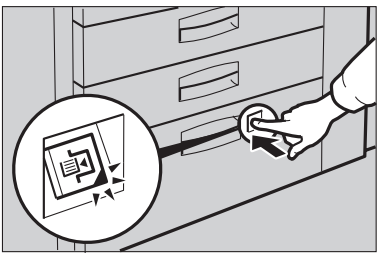
❒ Correct the paper, if curled or warped, before placing it in the tray.

3 **Push the paper tray in until it stops.**

Tray 3 (1500-sheet large capacity tray)

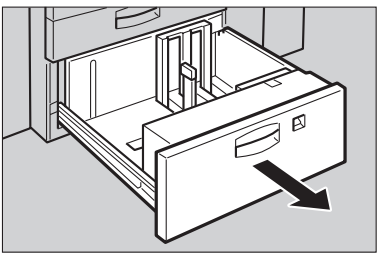
1 If the [Down] key is not lit, press it to lower the bottom plate.

The key will blink while the bottom plate is moving down.



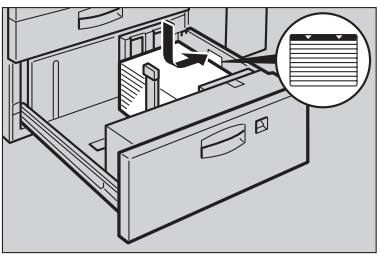
TSPH320E

2 After the [Down] key stops blinking and lights, pull the tray all the way out.



TSPH330E

3 Load paper into the tray.



TSPH340E

Important

- ❒ Do not stack paper over the limit mark.
- ❒ Do not place papers or objects in the vacant place on the left side of the paper tray.

Note

❒ Load paper with the copy side down.

❒ The paper stack must be flush with the right side fence.

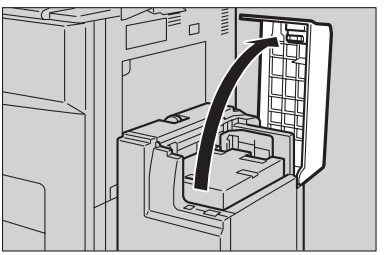
4 **Push the tray in gently until it stops.**

Note

❒ Make sure that the 【Down】 key goes off and the 【Start】 key turns green.

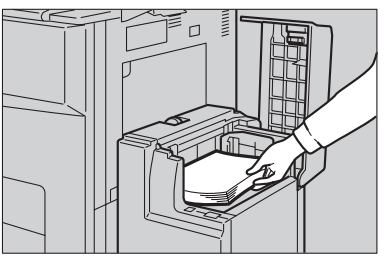
Optional 3500-sheet Large Capacity Tray

1 **Open the top cover.**



SP5LCT1E

2 **Place the paper in the tray along the edge on the left.**



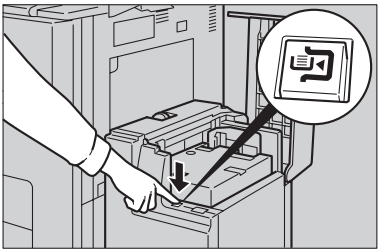
SP5LCT3E

Note

❒ Load up to about 500 sheets of paper in the tray.

3 **Press the 【Down】 key.**

The key blinks while the bottom plate is moving down.



4 **Load paper by repeating steps 2 and 3.**

Note

❒ The tray can hold up to 3,500 sheets.

5 **Close the top cover.**

Adding Toner

When is displayed, it is time to supply toner.

⚠ ***WARNING:***

- ***Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of the used toner containers according to local regulations for plastics.***

⚠ ***CAUTION:***

- *Do not eat or swallow toner.*
- *Keep toner (used or unused) and toner containers out of reach of children.*

⚠ ***CAUTION:***

- *This machine has been tested for safety using this supplier's parts and consumables. We recommend you only use these specified supplies.*

Important

❒ If you use toner other than that recommended, a fault might occur.

❒ When adding toner, do not turn off the operation switch. If you do, your settings are cleared.

❒ Always add toner after the machine instructs you to add toner.

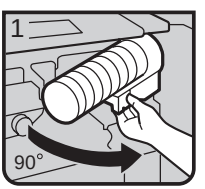
❒ Do not use used toner. This will damage the machine.

Note

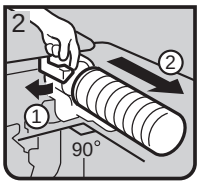
❒ You can still make about 1,000 copies after the appears, but replace the toner early to prevent poor copy quality.

Reference

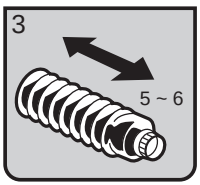
Regarding toner storage, see ⇒ P.25 *"Toner Storage"*.



- 1: Open the front cover of the machine.
- 2: Pull out the lever under the toner bottle toward you 90°.



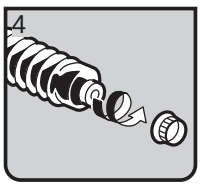
- 3: Pull the green lever, and gently pull out the toner bottle.



- 4: Hold a new bottle horizontally and shake it 5 or 6 times.

Note

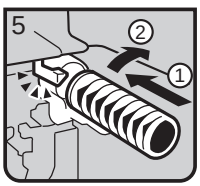
❒ Do not remove the cap when shaking.



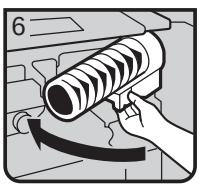
- 5: Remove the outer cap.

Note

❒ Do not remove the inner cap.

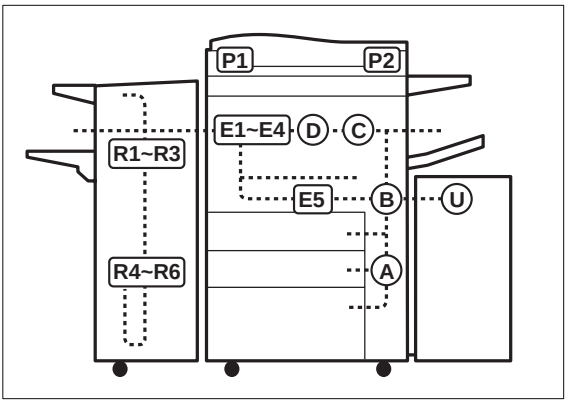


- 6: Place the toner bottle in position, turn it clockwise, then return the green lever.



- 7: Return the lever under the toner bottle to its original position.
- 8: Close the front cover of the machine.

Clearing Misfeeds



TSPY270E

⚠ ***CAUTION:***

- *When removing misfed paper, do not touch the fusing section because it could be very hot.*

Important

❒ When clearing misfeeds, do not turn off the operation switch. If you do, your copy settings are cleared.

❒ To prevent misfeeds, do not leave any torn scraps of paper within the machine.

❒ If paper misfeeds occur repeatedly, contact your service representative.

Note

❒ More than one misfed areas may be indicated. In this case, check every applicable area. Refer to the following charts: A, B, C, D, E1–E5, P1, P2, U, R (R1 – R6)

❒ You can find a sticker explaining how to remove misfed paper inside of the front cove or inside of the finisher.

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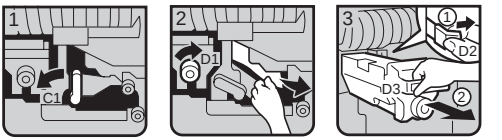
When D is lit

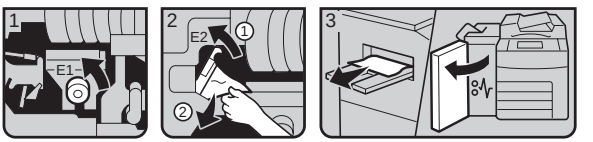


① Open the front cover.
② Push lever C1 to the left.

③ Turn knob D1 clockwise and remove misfed paper.

④ While pushing lever D2, hold knob D3 and pull out the fuser unit.

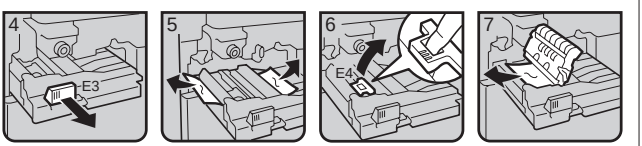
When E_1 - E_4 are lit



① Open the front cover.
② Turn knob E1 counterclockwise a few times.

③ Hold up handle E2 and remove misfed paper.

④ Remove misfed tray from the output tray side. (When the finisher is installed, open the front cover and remove misfed paper.)



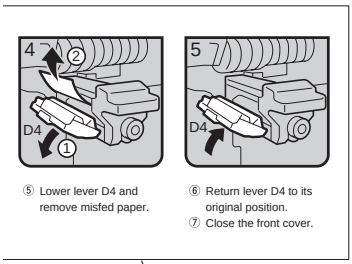
⑤ Pull handle E3 and fully pull out the duplex unit.

⑥ Remove paper if seen.

⑦ Hold up lever E4.

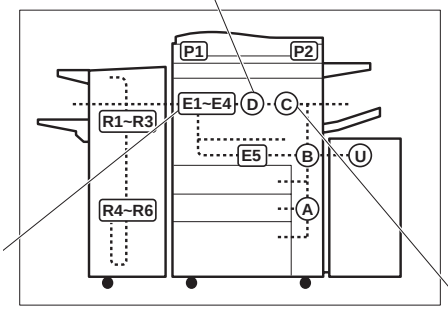
⑧ Remove misfed paper.
⑨ Close the front cover.

TSPY281E

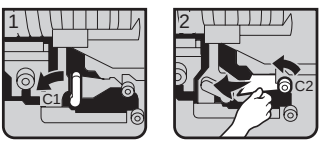


⑤ Lower lever D4 and remove misfed paper.

⑥ Return lever D4 to its original position.
⑦ Close the front cover.



When C is lit

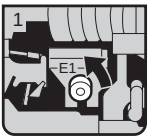


① Open the front cover.
② Push lever C1 to the eleft.

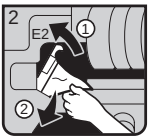
③ Turn knob C2 counterclockwise and remove misfed paper.
④ Close the front cover.

TSPY282E

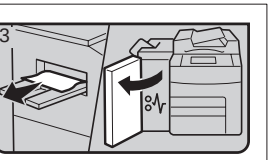
Whe E is lit



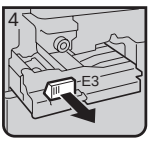
① Open the front cover.
② Turn knob E1 counterclockwise a few times.



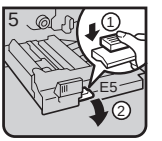
③ Hold up lever E2 and remove misfed paper.



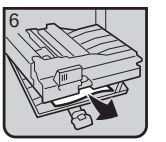
④ Remove misfed tray from the output tray side. (When the finisher is installed, open the front cover and remove misfed paper.)



⑤ Pull handle E3 and fully pull out the duplex unit.



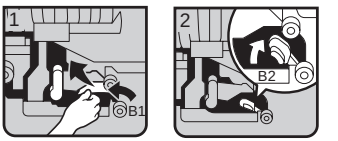
⑥ Hold down handle E5.



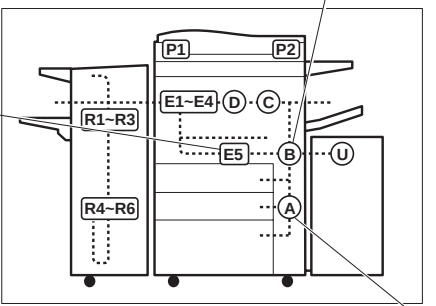
⑦ Remove misfed paper.
⑧ Return handle E5 to its original position.
⑨ Close the front cover.

TSPY291E

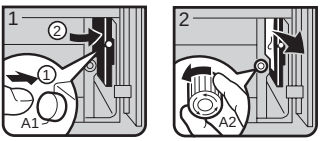
When B is lit



① Open the front cover.
② Turn knob B1 and remove misfed paper.
③ Return lever B2 to its original position.
④ Close the front cover.



When A is lit

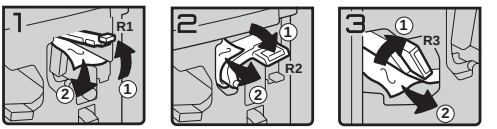


① Open the front cover.
② Push button A1 and open the guide plate.
③ Turn knob A2 and remove misfed paper.
④ Close the front cover.

TSPY292E

When R is lit

When R1,R2 or R3 is lit

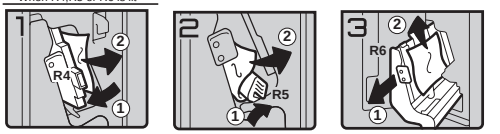


① Open the front cover of the machine.
② Hold up handle R1 and remove misfed paper.

③ If you cannot remove misfed paper, hold down handle R2 and remove misfed paper.

④ Hold up handle R3 and remove misfed paper.
⑤ Close the front cover of the machine.

When R4,R5 or R6 is lit

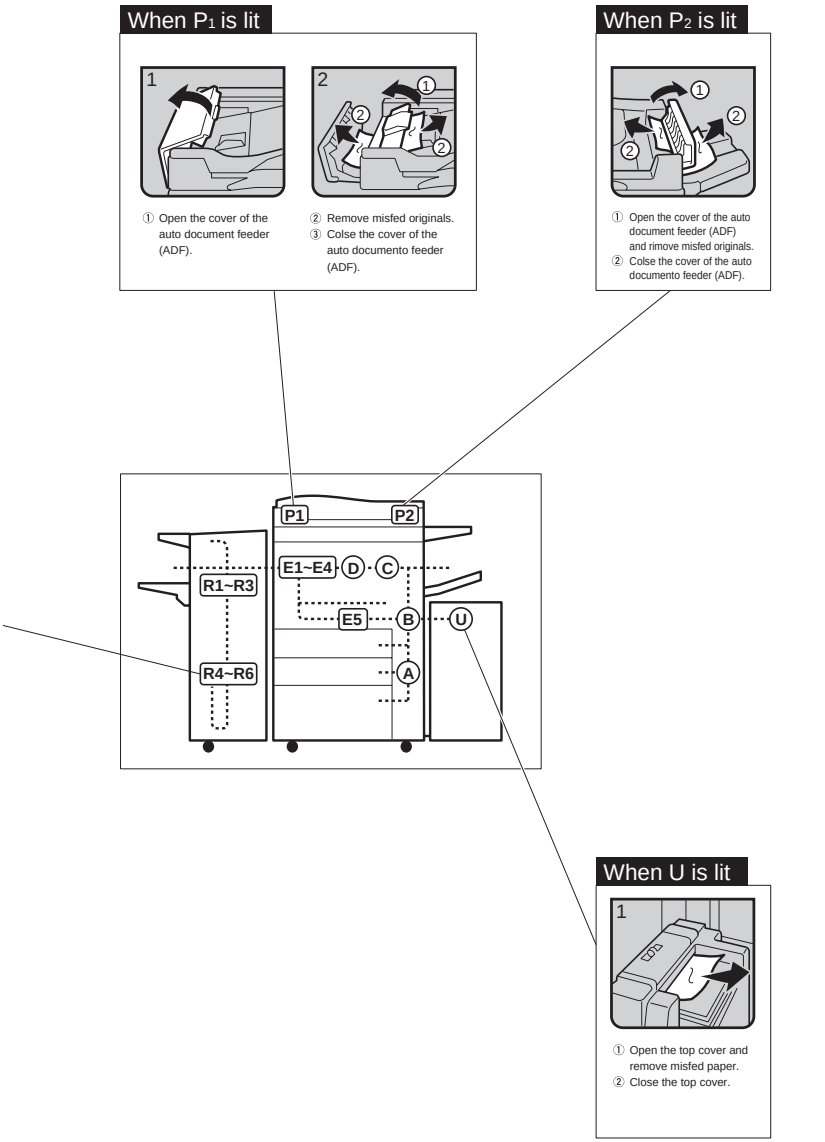


① Open the front cover of the machine.
② Hold down handle R4 and remove misfed paper.

③ If you cannot remove misfed paper, hold up handle R5 and remove misfed paper.

④ Pull handle R6 and pull out the staple unit, then remove misfed paper.
⑤ Close the front cover of the machine.

TSPY301E


When P1 is lit
1
2
① Open the cover of the auto document feeder (ADF).
② Remove misfed originals.
③ Colse the cover of the auto documento feeder (ADF).
When P2 is lit
① Open the cover of the auto document feeder (ADF) and rimove misfed originals.
② Colse the cover of the auto documento feeder (ADF).
P1
P2
E1~E4
D
C
R1~R3
E5
B
U
R4~R6
A
When U is lit
1
① Open the top cover and remove misfed paper.
② Close the top cover.

TSPY302E

Changing The Paper Size

Important

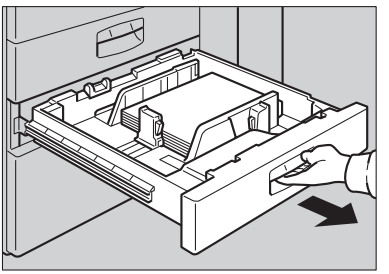
❒ Make sure to select paper size with the user tools. Otherwise, misfeeds might occur.

Reference

For paper sizes, weight, and capacity that can be set in each tray, see ⇒ P.21 *"Copy Paper"*.

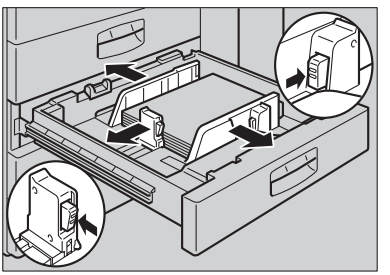
Tray 2 (550-sheet tray)

1 Make sure that the paper tray is not being used. Then fully pull out the tray.



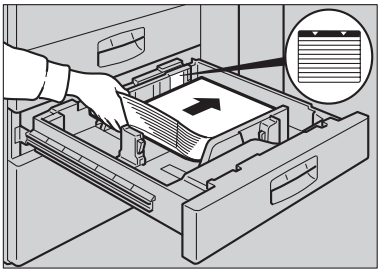
TSPH110E

2 While pushing the release lever, adjust the side fences and back fence to the new paper size.



TSPH120E

3 **Square the paper and set it in the tray.**



TSPH130E

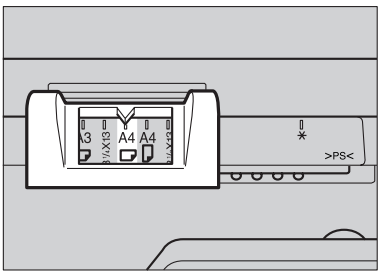
Important

- ❒ Do not set the paper exceeding the paper capacity.
- ❒ Make sure that the paper stack is flush with the right side fence.

Note

- ❒ Shuffle the paper before placing it in the tray.
- ❒ Correct the paper, if curled or warped, before placing it in the tray.

4 **Set the paper size selector at the innermost part of the tray to the new paper size.**



TSPH140E

To adjust the paper size to one not available with the paper size selector

❶ **Set the paper size selector knob to the ✱ mark on the right.**

❷ **Press the【User Tools/Counter】key.**

❸ **Touch the [System Settings]key.**

❹ **Touch the [Paper Size Setting] key.**

❺ **Touch the [Tray 2:Paper Size Setting] key.**

❻ **Select your desired size. Then, touch the [OK] key.**

❼ **Touch the [Exit] key or press the 【User Tools/Counter】 key to exit the user tools.**

Reference

For details, see "User Tools (System Settings)" of the "System Settings" manual.

5 **Push the paper tray until it stops.**

6 **Check the paper size displayed on the panel display.**

Changing the paper sizes of tray 1 (tandem tray), tray 3 (1500-sheet large capacity tray)

Note

❒ The fences of tray 1 (tandem tray) and tray 3 (1500-sheet large capacity tray) are fixed on the default A4, $8^1/_2$" × 11" settings. To change the paper size for these of any trays, contact your service representative.

Changing the paper sizes of the optional 3500-sheet large capacity tray

Note

❒ The fence of the optional 3500-sheet large capacity tray is fixed on the default A4, $8^1/_2$" × 11" settings. To change the paper size of this tray, contact your service representative.

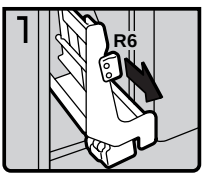
Adding Staples

⚠ ***CAUTION:***

- *This machine has been tested for safety using this supplier's parts and consumables. We recommend you only use these specified supplies.*

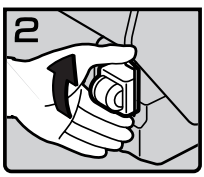
Important

❒ If you use a staple cartridge other than that recommended, staple failure or staple jams might occur.



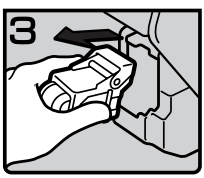
fin301EE

- 1: Open the front cover of the finisher.
- 2: Pull out the staple unit.



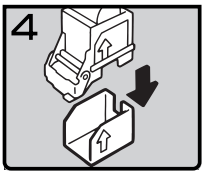
fin302EE

- 3: Lift the cartridge until it clicks.



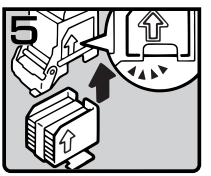
fin303EE

- 4: Pull out the cartridge gently.



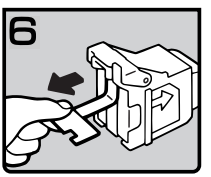
fin304EE

- 5: Take out the empty refill in the direction of the arrow.



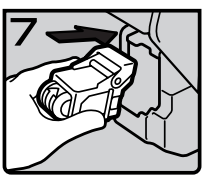
fin305EE

- 6: Align the arrows on the new refill and the cartridge, then push in the refill until it clicks.



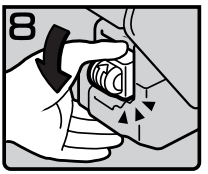
fin306EE

- 7: Pull out the ribbon.



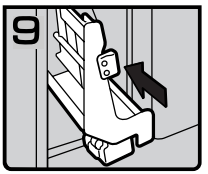
fin307EE

- 8: Reinstall the cartridge.



fin308EE

- 9: Press down the cartridge until it clicks.



fin309EE

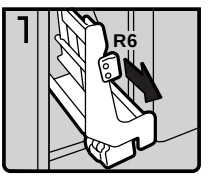
- 10: Bring the staple unit back into place.
- 11: Close the front cover of the finisher.

Removing Jammed Staples

Note

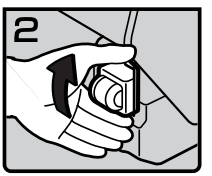
❒ Staples might be jammed because of curled copies. In this case, try turning the copy paper over in the tray. If there is no improvement, change the copy paper with less curls.

❒ After removing jammed staples, staples might not be ejected the first few times you try to use the stapler.



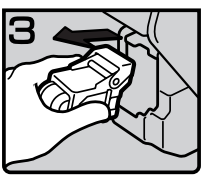
fin310EE

- 1: Open the front cover of the finisher.
- 2: Pull out the staple unit.



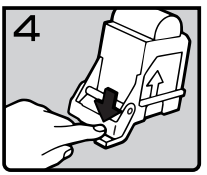
fin311EE

- 3: Lift the cartridge until it clicks.



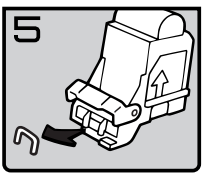
fin312EE

- 4: Pull out the cartridge gently.



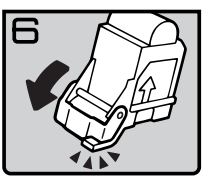
fin313EE

- 5: Open the face plate by pressing the lock on the right.



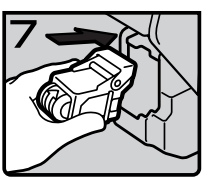
fin314EE

- 6: Remove the jammed staples.



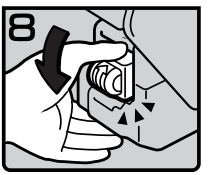
fin315EE

- 7: Close the face plate by pressing it until it clicks.



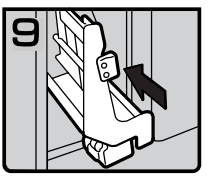
fin316EE

- 8: Reinstall the cartridge.



fin317EE

- 9: Press down the cartridge until it clicks.



fin318EE

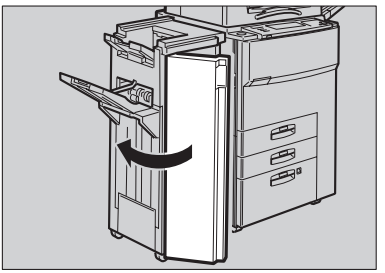
- 10: Bring the staple unit back into place.
- 11: Close the front cover of the finisher.

Removing Punch Waste

Note

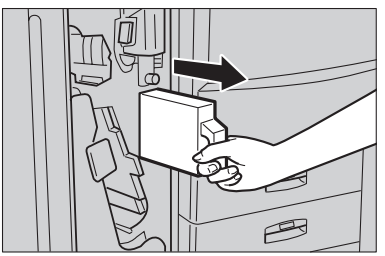
❒ While the indicator is lit, you cannot use the punch function.

1 **Open the front cover of the finisher.**



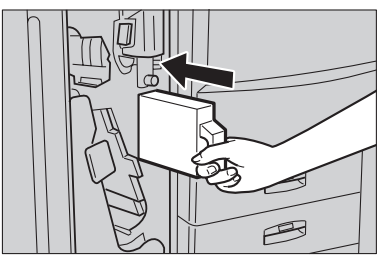
TSPH170E

2 **Pull out the punch waste box and remove punch waste.**



TSPH180E

3 **Reinstall the punch waste box.**



TSPH190E

4 **Close the front cover of the finisher.**

The indicator goes off.

Note

❒ If the indicator is still lit, reinstall the punch waste box.

4. USER TOOLS (COPY FEATURES)

Accessing The User Tools (Copy Features)

This section is for the key operators in charge of this machine. You can change or set the machine's default settings.

Preparation

After using the user tools, be sure to exit from user tools.

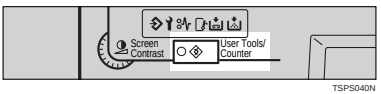
The selected key is highlighted.

Any changes you make with the user tools remain in effect even if the main power switch or operation switch is turned off, or the 【Clear Modes/Energy Saver】 key is pressed.

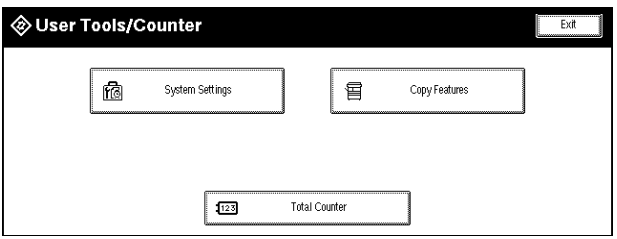
Reference

Regarding the user tools for system setting, see "Accessing The User Tools (System Settings)" of the "System Settings" manual.

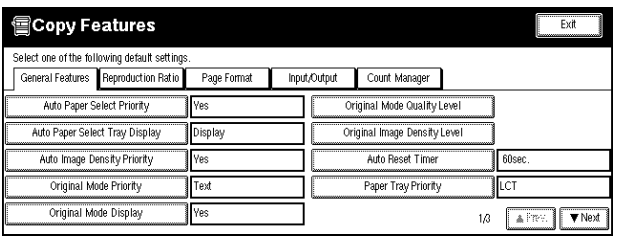
1 **Press the 【User Tools/Counter】 key.**



2 **Touch the [Copy Features] key.**



3 **Select the desired User Tools menu.**



Note

❒ **[↓Next]**: Touch to go to the next page.

❒ **[↑Prev.]**: Touch to go back to the previous page.

Reference

See ⇒ P.196 *"User Tools Menu (Copy Features)"*.

4 Change the settings by following the instructions on the panel display. Then, touch the [OK] key.

Reference

See ⇒ P.198 *"Settings You Can Change With The User Tools"*.

Note

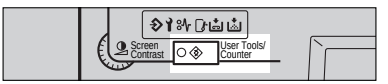
❒ **[OK]** key: Touch to set the new settings and return to the previous menu.

❒ **[Cancel]** key: Touch to return to the previous menu without changing any data.

Exiting From User Tools

1 After changing the user tools settings, press the 【User Tools/Counter】 key.

Changing the User Tools is completed, and the machine is ready for copying.



TSPS040N

Note

❒ The settings are not canceled even if the operation switch is turned off or the **【Clear Modes/Energy Saver】** key is pressed.

❒ You can exit from the User Tools by touching the **[Exit]** key on the User Tools Main Menu.

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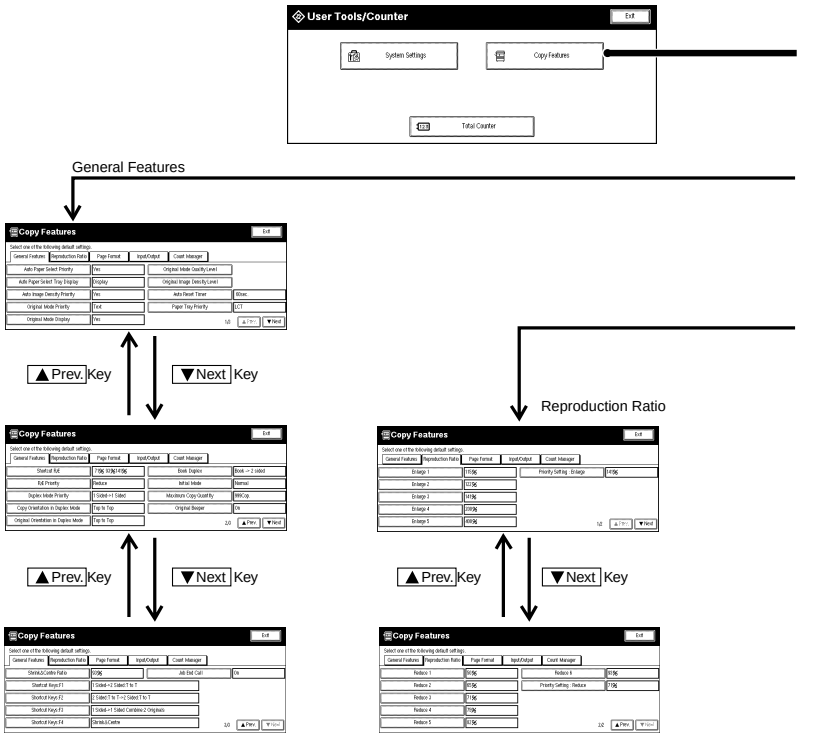
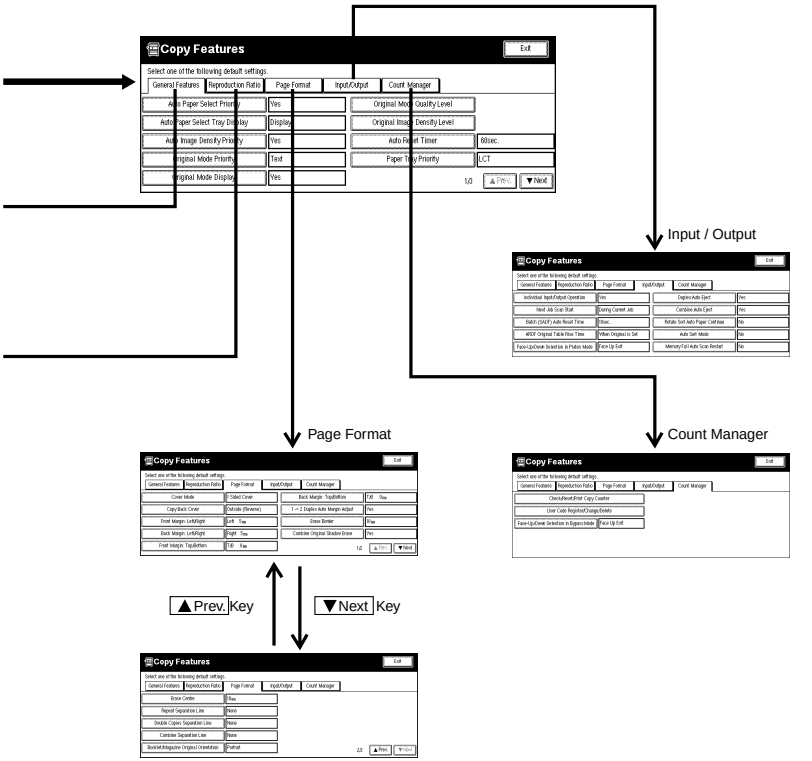
User Tools Menu (Copy Features)



TSPH261E


Copy Features
Exit
Select one of the following default settings.
General Features
Reproduction Ratio
Page Format
Input/Output
Count Manager
Input / Output
Page Format
Count Manager
▲Prev. Key
▼Next Key

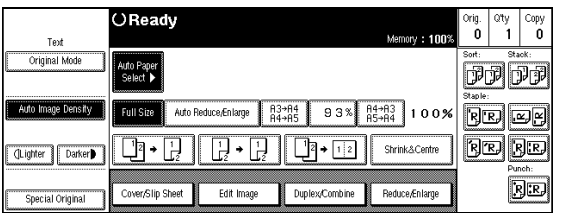
TSPH262E

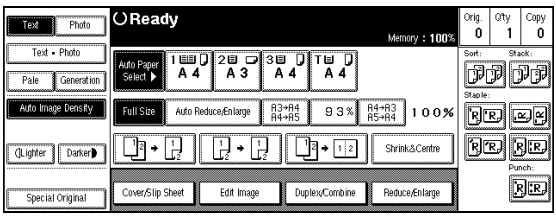
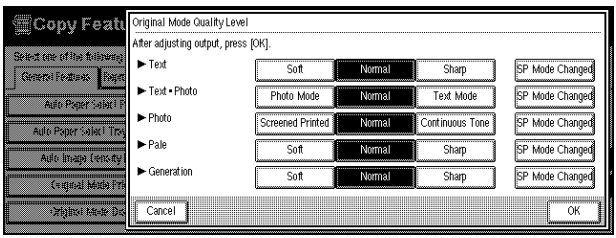
Settings You Can Change With The User Tools

Reference

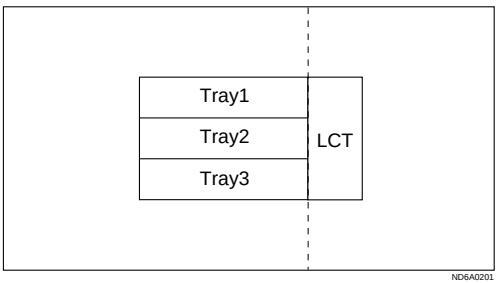
For how to access the user tools, see ⇒ P.193 *"Accessing The User Tools (Copy Features)"*.

General Features 1/3

Menu	Description
Auto Paper Select Priority	As a default setting, Auto Paper Select is selected. You can cancel this setting. **Note** ❒ Default: *Yes*
Auto Paper Select Tray Display	You can choose whether the available paper trays/sizes are shown on the initial display. **Note** ❒ Default: *Display* ❒ If you choose "Hide", the display is shown as below. When the **[Auto Paper Select]** is touched, paper sizes appear on the display. 
Auto Image Density Priority	As a default setting, Auto Image Density is selected. You can change this setting. **Note** ❒ Default: *Yes*
Original Mode Priority	As a default setting, Text is selected as originals type. You can change it to Text·Photo, Photo, Pale, or Generation. **Note** ❒ Default: *Text*

Menu	Description
Original Mode Display	You can choose whether the original modes are shown on the initial display. **Note** ❒ Default: *Yes* ❒ If you choose "No", the display is shown as below. 
Original Mode Quality Level You can adjust the quality level of copies for each of the original types (Text, Text·Photo, Photo, Pale, Generation). 	
Text	Adjust the sharpness of text. **Note** ❒ Default: *Normal* ❒ **[SP Mode Changed]** is the value set during service setup. ❒ Choosing **[Sharp]** or **[Soft]** affects the outline sharpness of text.
Text·Photo	When there are photo(s) and text on the original, determine whether photo or text takes priority. **Note** ❒ Default: *Normal* ❒ **[SP Mode Changed]** is the value set during service setup. ❒ **[Normal]** achieves a good balance between text and photos.

Menu	Description
Photo	For a photo original, adjust the finish quality level to match the type of photo original. **Note** ❒ Default: *Normal* ❒ **[SP Mode Changed]** is the value set during service setup. ❒ Select **[Screened Printed]** for printed photo originals with coarse dots, and **[Continuous Tone]** for printed photo originals with fine dots. ❒ "Normal" is a well-balanced quality level for printed photo, pale, photo, and text.
Pale	Adjust the quality level for the finish of a pale original with normal density. **Note** ❒ Default: *Normal* ❒ **[SP Mode Changed]** is the value set during service setup.
Generation	Adjust the quality level so as not to thicken the lines of the finish image. **Note** ❒ Default: *Normal* ❒ **[SP Mode Changed]** is the value set during service set up.
Original Image Density Level	You can select one of seven original image density levels for each of the original types (Text, Text·Photo, Photo, Pale, Generation). **Note** ❒ Default: *Normal*
Auto Reset Timer	The machine returns to its initial condition automatically after your job is finished. The time can be set from 10 to 999 seconds, or 0. **Note** ❒ Default: *60sec.* ❒ To turn the Auto Reset Timer off, input 0 seconds. ❒ Note that when the Auto Reset Timer is turned off, the machine will not return to the user code input display automatically.

Menu	Description
Paper Tray Priority	You can select the paper tray which will be selected as a default in the following conditions: • When the operation switch is turned on. • When System Reset or Auto Reset mode is turned on. • When the 【Clear Modes/Energy Saver】 key is pressed. • When the Auto Paper Select mode is selected.  **Note** ❒ Default: • Machine with LCT : LCT • Machine without LCT : Tray 1 ❒ LCT (3500-sheet large capacity tray) is optional.

General Features 2/3

Menu	Description
Shortcut R/E	You can register up to three frequently used Reduce/Enlarge ratios other than the fixed Reduce/Enlarge ratio and have them shown on the initial display. You can also change the registered Reduce/Enlarge ratios. If no Reduce/Enlarge ratio has been set when selecting [User Ratio 1] [User Ratio 2] [User Ratio 3], enter the desired Reduce/Enlarge ratio with the 【Number】 keys.
R/E Priority	Specify which Reduce, Enlarge or Input Ratio is shown on the panel display with priority when the **[Reduce/Enlarge]** key is pressed. **Note** ❒ Default: *Reduce*

Menu	Description
Duplex Mode Priority	You can select the type of Duplex function effective when the machine is turned on, Energy Saver mode is off, or Auto Reset is on. **Note** ❒ Default: *1 Sided→2 Sided*
Copy Orientation in Duplex Mode	You can set the copy orientation when making two-sided copies. **Note** ❒ Default: *Top to Top*
Original Orientation in Duplex Mode	You can set the original orientation when making two-sided copies. **Note** ❒ Default: *Top to Top*
Book Duplex	You can set the type of copy to be displayed with priority given when making two-sided copies from a book original. **Note** ❒ Default: *Book→2 Sided*
Initial Mode	You can select the initial mode or Program No. 10 as the mode effective when the machine is turned on, or modes are cleared. **Note** ❒ Default: *Normal*
Maximum Copy Quantity	The maximum copy quantity can be set between 1 and 999. **Note** ❒ Default: *999*
Original Beeper	The beeper (key tone) sounds when you forgot to remove originals after copying. **Note** ❒ Default: *On* ❒ If the Panel beeper setting is set to Off, (see "System Settings"), the beeper does not sound irrespective of the setting (On or Off) of this Original Beeper function.

General Features 3/3

Menu	Description
Shrink&Centre	You can set a Reduce/Enlarge ratio when registering "Shrink&Centre" in a Shortcut Key. **Note** ❒ Default: *93 %*
Shortcut Keys:F1 Shortcut Keys:F2 Shortcut Keys:F3 Shortcut Keys:F4	You can register frequently used functions in Shortcut Keys F1 to F4. You can also change the registered functions. See ⇒ P.10 *"Panel Display"*. **Note** ❒ Default: • Shortcut Keys:F1: *1 Sided→2 Sided* • Shortcut Keys:F2: *2 Sided → 2 Sided* • Shortcut Keys:F3: *1 Sided→1 Sided Combine:2 Originals* • Shortcut Keys:F4: *Shrink&Centre*
Job End Call	You can choose whether or not the beeper sounds when copying is complete, when copying is interrupted, when the paper tray runs out of paper, or when there is a paper jam. **Note** ❒ When the Auto Response (Human) Sensor setting is set to "YES" and the machine senses that there is a person present, it judges that copying operations are not complete and the beeper does not sound. Refer to the "Auto Response (Human) Sensor" of the "System Settings" manual.

Reproduction Ratio 1/2

Menu	Description
Enlarge 1 Enlarge 2 Enlarge 3 Enlarge 4 Enlarge 5	You can customize the enlargement ratios available when you touch the **[Reduce/Enlarge]** key followed by **[Enlarge]**. **Note** ❒ Default: • Enlarge 1: *115 %* • Enlarge 2: *122 %* • Enlarge 3: *141 %* • Enlarge 4: *200 %* • Enlarge 5: *400 %* ❒ When selecting **[User Set. Ratio]**, enter a ratio with the **[Number]** keys (in the range of 101 to 400 %).
Priority Setting : Enlarge	You can set the ratio with priority when **[Reduce/Enlarge]** is touched, followed by **[Enlarge]**. **Note** ❒ Default: *Enlarge 3*

Reproduction Ratio 2/2

Menu	Description
Reduce 1 Reduce 2 Reduce 3 Reduce 4 Reduce 5 Reduce 6	You can customize the reduction ratios available when you touch the **[Reduce/Enlarge]** key followed by **[Reduce]**. **Note** ❒ Default: • Reduce 1: *50 %* • Reduce 2: *65 %* • Reduce 3: *71 %* • Reduce 4: *75 %* • Reduce 5: *82 %* • Reduce 6: *93 %* ❒ When selecting **[User Set. Ratio]**, enter a ratio with the **[Number]** keys (in the range of 32 to 99 %).

Menu	Description
Priority Setting : Reduce	You can set the ratio with priority when **[Reduce/Enlarge]** is touched, followed by **[Reduce]**. **Note** ❒ Default: Reduce 4

Page Format 1/2

Menu	Description
Cover Mode	You can specify whether to copy one side or two sides in Cover mode. **Note** ❒ Default: *1 Sided Cover*
Copy Back Cover	When copying the back cover, you can specify whether to issue the back cover outside (outside page) or inside (inside page). **Note** ❒ Default: *Outside (Reverse)*
Front Margin: Left/ Right	You can specify left and right margins on the front side of copies in Margin Adjust mode. **Note** ❒ Default: • Metric version: Left 5 mm • Inch version: Left 0.2"
Back Margin: Left/ Right	You can specify left and right margins on the back side of copies in Margin Adjust mode. **Note** ❒ Default: • Metric version: Right 5 mm • Inch version: Right 0.2"
Front Margin: Top/Bottom	You can specify front top and bottom margins on the front side of copies in Margin Adjust mode. **Note** ❒ Default: • Metric version: Bottom 0 mm • Inch version: Bottom 0.0"

Menu	Description
Back Margin: Top/Bottom	You can specify back top and bottom margins on the front side of copies in Margin Adjust mode. **Note** ❒ Default: • Metric version: Bottom 0 mm • Inch version: Bottom 0.0"
1 → 2 Duplex Auto Margin Adjust	In 1 sided →2 sided Duplex mode, you can specify whether to automatically set the margins on the back side. **Note** ❒ Default: *Yes*
Erase Border	The default setting of the width of the erased margins in the Erase Border mode can be changed as follows: • Metric version: 3 – 50 mm in 1 mm steps • Inch version: 0.1 – 2.0" in 0.1" steps **Note** ❒ Default: • Metric version: 10 mm • Inch version: 0.4"
Combine Original Shadow Erase	In Combine Copy or Booklet/Magazine Copy mode, you can specify whether to erase a 3 mm, 0.1" bounding margin around all four edges of each original. **Note** ❒ Default: *Yes*

Page Format $^{2}/_{2}$

Menu	Description
Erase Centre	The default setting of the width of the erased margins in the Erase Centre mode can be changed as follows: • Metric version: 3 – 50 mm in 1 mm steps • Inch version: 0.1 – 2.0" in 0.1" steps **Note** ❒ Default: • Metric version: 10 mm • Inch version: 0.4"

Menu	Description
Repeat Separation Line	You can select a separation line in Image Repeat mode from no line, Solid line, Broken line 1, Broken line 2, or Crop. • None • Solid • Broken1 • Broken2 • Crop **Note** ❒ Default: *None*

Menu	Description
Double Copies Separation Line	You can select a separation line in Double Copy mode from no line, Solid line, Broken line, or Crop marks. • None • Solid • Broken • Crop Marks **Note** ❒ Default: *None*

Menu	Description
Combine Separation Line	You can select a separation line in Combine mode from no line, Solid line, Broken line 1, Broken line 2, or Crop marks. • None • Solid • Broken1 • Broken2 • Crop Marks **Note** ❒ Default: *None*
Booklet/Magazine Original Orientation	You can select the type of originals for Booklet or Magazine mode. **Note** ❒ Default: *Portrait*

Input Output

Menu	Description
Individual Input/Output Operation	You can specify whether to individually control the original input and output operations. For example, you can specify input of the remaining originals when the paper has run out during copying. **Note** ❒ Default: *Yes* ❒ When sorting the output from duplex copying, copying starts after the original is scanned regardless of this setting. See ⇒ P.88 *"Duplex—Making Two-Sided Copies"*.
Next Job Scan Start	You can specify whether to read the next originals into memory while the previously set originals are being copied. (Next Job) You can scan originals while the machine is warming up. (Auto Start) If **[No]** is selected for "Individual Input/Output Operation", no next job scan start will be performed even if **[During Current Job]** is selected for "Next Job Scan Start." **Note** ❒ Default: *During Current Job*
Batch (SADF) Auto Reset Time	When you set one original at a time in the optional document feeder, the Auto Feed indicator lights for a selected time after an original is fed to show that the document feeder is ready for another original. You can adjust this time from 3 seconds to 99 **Note** ❒ Default: *10 seconds*
ARDF Original Table Rise Time	You can set the document feeder original table rise time. **Note** ❒ Default: *When Original is Set*
Face-Up/Down Selection in Platen Mode	When copying an original placed on the exposure glass or one original loaded in the document feeder, you can specify the which way up it is ejected. **Note** ❒ Default: *Face Up Exit*

Menu	Description
Duplex:Auto Eject	When making two-sided copies from one-sided originals, if the last original is an odd page, the last copy will be automatically delivered with the reverse side blank. You can cancel this setting. **Note** ❒ Default: *Yes* ❒ When you set one original at a time in the document feeder or set an original on the exposure glass, this function does not come effect.
Combine:Auto Eject	As a default setting, even if the number of originals in the optional document feeder is less than the number required in the selected Combine mode, the lacking number of copies are automatically made in blank. You can cancel this setting. **Note** ❒ Default: *Yes* ❒ When you set one original at a time in the document feeder or set an original on the exposure glass, this function does not come effect.
Rotate Sort Auto Paper Continue	You can specify whether to continue copying when the paper of the required orientation has run out during rotate-sorting. See "Rotate Sort" in ⇒ P.47 *"Sort—Sorting Into Sets (123, 123, 123)"*. • If you select **[No]**: When paper of the required orientation runs out, the machine stops copying and prompts you to supply copy paper. When you load paper, the machine will continue copying. • If you select **[Yes]**: Copying continues using copy paper of a different direction. The copy job will finish even if you have left the machine. **Note** ❒ Default: *No*
Auto Sort Mode	You can specify whether Sort mode is selected when the machine is turned on or the mode is cleared. **Note** ❒ Default: *No*

Menu	Description
Memory Full Auto Scan Restart	When the memory becomes full while scanning originals, the machine can make copies of the scanned originals first, then automatically proceed scanning the remaining originals. You can enable or disable this function. • If you select **[Yes]**: When the memory becomes full, the machine stops operation allowing you to remove the copy pages delivered on the output tray. • If you select **[No]**: You can leave the machine unattended to make all the copies, but the resulting sorted pages will not be sequential. **Note** ❒ Default: *No*

Count Manager

When a key operator code has already been entered, you cannot begin manager setting unless you enter the key operator code (up to 8 digits).

Menu	Description
Check/Reset/Print Copy Counter You can check or print the number of copies made under each user code. You can also reset each user code's counter to 0. If more than 10 user codes are registered, you can view all the counters using the **[Prev.]** or **[Next]** key.	
Print	You can print the copied quantity of the counter for each user code. To start the printing, press the **[Start]** key. To stop the printing, touch the **[Cancel]** key.
Reset Counters	You can reset each user code's counter to 0.
Reset All	You can reset all counters to 0.
User Code Register/Change/Delete You can register, change, or delete user codes (8 digits or less). **Note** ❒ Up to 500 user codes can be registered. ❒ Even if you have changed the user code, the counter value will not be cleared. ❒ When the user code is deleted, the counter value will be automatically deleted.	

Menu	Description
Register	You can register user codes.
Change	You can change user codes. **Note** ❒ The number of copies made under the old code is added to that made under the new user code.
Delete User Code	You can delete user codes.
Delete All User Codes	You can delete all user codes.
Face-Up/Down Selection in Bypass Mode	You can set whether copies are delivered face-up or face-down when making copies from the bypass tray. **Limitation** ❒ Only use "Face Down Exit" when copying onto standard high quality paper with a weight of 52 – 105 g/m^2 (14 – 28 lb). ❒ When you select "OHP" or "Thick Paper", copy paper is delivered face-up even if you have set the "Face Up/Down Selection in Bypass Mode" setting to "Face Down Exit." **Note** ❒ Default: *Face Up Exit*

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Do's And Don'ts

⚠ ***CAUTION:***

- *When you move the machine, unplug the power cord from the wall outlet to avoid fire or electric shock.*
- *When the machine will not be used for a long time, unplug the power cord.*

- Do not touch areas on or around the fusing unit. These areas get hot.
- After making copies continuously, you may feel the exposure glass is heated. But this is not a malfunction.
- You might feel warm around the ventilation hole. This is caused by exhaust air, and not a malfunction.
- Do not turn off the operation switch while copying or printing. When turning off the operation switch, make sure that copying or printing is completed.
- The machine might fail to produce good copy images if there should occur condensation inside caused by temperature change. To prevent such trouble, this machine has an anti-condensation function. Even after the main power switch is in the stand-by position, the anti-condensation heater is active, thus keeping the machine body slightly warm.
- Do not open the covers of machine while copying or printing. If you do, misfeeds might occur.
- Do not move the machine while copying or printing.
- If you operate the machine improperly or a failure occurs on the machine, your machine settings might be lost. Be sure to take a note of your machine settings.
- Supplier shall not be liable for any loss or damages resulting from a failure on the machine, loss of machine settings, and use of the machine.

Where To Put Your Machine

Machine Environment

Your machine's location should be carefully chosen because environmental conditions greatly affect its performance.

Optimum environmental conditions

⚠ ***CAUTION:***

- *Keep the machine away from humidity and dust. A fire or an electric shock might occur.*
- *Do not place the machine on an unstable or tilted surface. If it topples over, it could cause injury.*

⚠ ***CAUTION:***

- *If you use the machine in a confined space, make sure there is a continuous air turnover.*

- Temperature: 10 – 32°C (50 – 89.6°F)(humidity to be 54 % at 32°C, 89.6°F)
- Humidity: 15 – 80 % (temperature to be 27°C, 80.6°F at 80 %)
- A strong and level base.
- The machine must be level within 5 mm, 0.2" both front to rear and left to right.
- To avoid possible build-up of ozone, make sure to locate this machine in a large well ventilated room that has an air turnover of more than 30 m^3/hr/person.

Environments to avoid

- Locations exposed to direct sunlight or strong light (more than 1,500 lux).
- Locations directly exposed to cool air from an air conditioner or heated air from a heater. (Sudden temperature changes might cause condensation within the machine.)
- Places where the machine might be subjected to frequent strong vibration.
- Dusty areas.
- Areas with corrosive gases.

Power Connection

⚠ ***WARNING:***

- ***Only connect the machine to the power source described on the inside front cover of this manual.***
- ***Avoid multi-wiring.***
- ***Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it, pull it hard or bend it more than necessary. These actions could cause an electric shock or fire.***
- ***Do not plug or unplug the power cord with your hands wet. Otherwise, an electric shock might occur.***

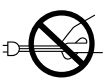
⚠ ***WARNING:***

- ***Make sure the wall outlet is near the machine and freely accessible so that in event of an emergency it can be unplugged easily.***

⚠ ***CAUTION:***

- *When you move the machine, unplug the power cord from the wall outlet to avoid fire or electric shock.*
- *When the machine will not be used for a long time, unplug the power cord.*

⚠ ***CAUTION:***

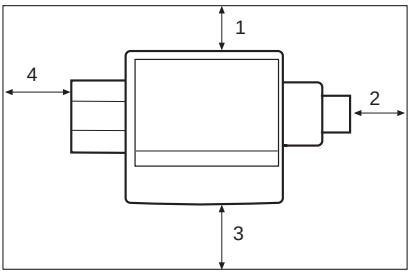


- *When you pull out the plug from the socket, grip the plug to avoid damaging the cord and causing fire or electric shock.*

- When the main switch is in the Stand-by positions, the optional anti-condensation heaters are on. In case of emergency, unplug the machine's power cord.
- When you unplug the power cord, the anti-condensation heaters turn off.
- Make sure the plug is firmly inserted in the outlet.
- Voltage must not fluctuate more than 10 %.

Access To Machine

Place the machine near the power source, providing clearance as shown.



1. **Rear: more than 0 cm (0")**
2. **Right: more than 4 cm (1.6")**
3. **Front: more than 70 cm (27.6")**
4. **Left: more than 10 cm (4.0")**

Note

❒ For the required space when options are installed, please contact your service representative.

Maintaining Your Machine

If the exposure glass or document feeder belt is dirty, you might not be able to make copies as you want. Clean them if you find them dirty.

❖ **Cleaning the machine**
Wipe the machine with a soft, damp cloth. Then, wipe it with a dry cloth to remove the water.

Important

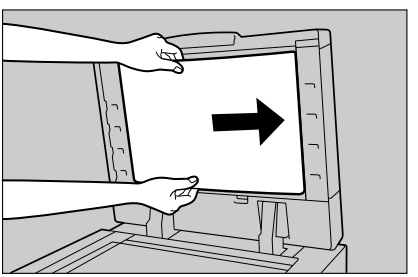
❒ Do not use chemical cleaner or organic solvent, such as thinner or benzene. If they get into the machine or melt plastic parts, a failure might occur.

❒ Do not clean parts other than those specified in this manual. Such parts should be cleaned by your service representative.

Cleaning The Exposure Glass

ND1C0200

Cleaning The Document Feeder



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6. SPECIFICATION

Mainframe

❖ **Configuration:**
Console

❖ **Photosensitivity type:**
OPC drum (Φ100)

❖ **Original scanning:**
One-dimensional solid scanning system through CCD

❖ **Copy process:**
Dry electrostatic transfer system

❖ **Development:**
Dry two-component magnetic brush development system

❖ **Fusing:**
Heating roll pressure system

❖ **Resolution:**
400 dpi

❖ **Exposure glass:**
Stationary original exposure type

❖ **Original reference position:**
Rear left corner

❖ **Warm-up time:**
Less than 330 seconds (20°C)

❖ **Originals:**
Sheet/book/objects

❖ **Maximum original size:**
A3🗋, 11" × 17"🗋

❖ **Copy paper size:**

- Trays: A3🗋 – A5🗋, 11" × 17"🗋 – $5^1/_2$" × $8^1/_2$"🗋
- Bypass: A3🗋 – A6🗋, 11" × 17"🗋 – $5^1/_2$" × $8^1/_2$"🗋
- Bypass (non-standard size):
  Vertical: 100 – 300 mm, 4.0" – 11.7"
  Horizontal: 148 – 432 mm, 6.0" – 17.0"

- Duplex: A3 ⬓– A5⬓, 11" × 17"⬓ – $5^1/_2$" × $8^1/_2$"⬓
- LCT: A4⬒, B5 ⬒, $8^1/_2$" × 11"⬒

❖ **Copy paper weight:**

- Paper tray: 52 – 128 g/m^2, 14 - 34 lb
- Bypass tray: 52 – 163 g/m^2, 14 - 90 lb

❖ **Non-reproduction area:**

- Leading edge: Less than 3 ± 2 mm
- Trailing edge: More than 1 mm
- Left edge: More than 2 ± 1.5 mm
- Right edge: More than 0.5 mm

❖ **First copy time:**

3.7 seconds or less
(A4 ⬒, $8^1/_2$" × 11"⬒, 100 %, feeding from tray 1, on the exposure glass, Text·Photo mode, Auto Image Density)

❖ **Copying speed:**

- 34 copies/minute (A3⬓, 11" × 17"⬓)
- 65 copies/minute (A4⬒, $8^1/_2$" × 11"⬒)

❖ **Reproduction ratio:**

Preset reproduction ratios:

	Metric version	Inch version
Enlargement	400 %	400 %
	200 %	200 %
	141 %	155 %
	122 %	129 %
	115 %	121 %
Full Size	100 %	100 %
	93 %	93 %
Reduction	82 %	85 %
	75 %	78 %
	71 %	73 %
	65 %	65 %
	50 %	50 %

Zoom: From 32 % to 400 % in 1 % steps.

❖ **Continuous copying count:**
1 – 999 copies

❖ **Copy paper capacity:**

- Tray 1 (Tandem tray) : 1,000 sheets (500 sheets × 2) (80 g/m^2, 20 lb)
- Tray 2 (550-sheet tray) : 550 sheets (80 g/m^2, 20 lb)
- Tray 3 (1500-sheet tray) : 1,500 sheets (80 g/m^2, 20 lb)
- Bypass tray: 50 sheets (80 g/m^2, 20 lb)

❖ **Power consumption:**

	Mainframe only	Full system *1
Warm-up	about 1.25 kw	about 1.27 kw
Stand-by	about 0.1 kw	about 0.12 kw
Copying	about 1.5 kw	about 1.6 kw
Maximum	less than 1.75 kw	less than 1.75 kw

*1 Mainframe with the finisher, large capacity tray

❖ **Dimensions (W × D × H up to exposure glass):**
690 × 750 × 1,138 mm, 27.2" × 29.6" × 44.9"

❖ **Space for main frame (W × D):**

- 1,265 × 750 mm, 49.9" × 29.6" (ADF external extender is not used. Optional Output tray is installed.)
- 1,380 × 750 mm, 54" × 30" (ADF external extender is used for larger size originals. Optional Output tray is installed.)

❖ **Noise Emission:**
Sound pressure level: The measurement are made according to ISO7779.

	Mainframe only	Full System *1
Stand-by	40 dB (A) or less	40 dB (A) or less
Copying	59 dB (A) or less	59 dB (A) or less

*1 Mainframe with the finisher, large capacity tray

❖ **Noise Emission:**
Sound power level: The measurement are made according to ISO7779.

	Mainframe only	Full System *1
Stand-by	50 dB (A) or less	50 dB (A) or less
Copying	71 dB (A) or less	71 dB (A) or less

*1 Mainframe with the finisher, large capacity tray

❖ **Weight:**
Approx. 188 kg, 414.5 lb (Mainframe with document feeder)

Document Feeder

❖ **Mode:**
ADF mode, Batch (SADF) mode, Mixed Sizes mode, Thin mode

❖ **Original size:**

- A3 –B6
- 11" × 17" – $5^1/_2$" × $8^1/_2$"

❖ **Original weight:**

- 1-sided originals: 52 – 128 g/m^2 (14 – 34 lb)
- 2-sided originals: 52 – 105 g/m^2 (14 – 28 lb) (Duplex)
- Thin paper mode: 41 – 128 g/m^2 (11 – 34 lb)

❖ **Number of originals to be set:**
100 sheets (80 g/m^2 , 20 lb) or less than 12 mm, 0.4"

Note

❒ Specifications are subject to change without notice.

Finisher (Option)

Shift Tray:

❖ **Paper size:**
A3, B4, A4, B5, 11" × 17", 8 1/2" × 14", 8 1/2" × 11"

❖ **Paper weight:**
52 – 157 g/m², 14 – 42 lb

❖ **Stack capacity:**
without punch:
- 3,000 sheets (A4 , 8 1/2" × 11") (80 g/m², 20 lb)
- 1,500 sheets (A3 , B4, A4,B5, 11" × 17", 8 1/2"× 14", 8 1/2"× 11") (80 g/m², 20 lb)

with punch (the optional punch kit is required):
- 2,000 sheets (A4, 8 1/2" × 11") (80 g/m², 20 lb)
- 1,500 sheets (A3, B4, A4, B5, 11" × 17", 8 1/2" × 14", 8 1/2" × 11") (80 g/m², 20 lb)

Proof Tray:

❖ **Paper size:**
A3, B4, A4, B5, A5, B6, A6, 11" × 17", 8 1/2" × 14", 8 1/2" × 11", 8 1/2" × 5 1/2"

❖ **Paper weight:**
52 – 157 g/m², 14 – 42 lb

❖ **Stack capacity:**
without punch:
- 250 sheets (A4, 8 1/2" × 11" or smaller) (80 g/m², 20 lb)
- 50 sheets (B4, 8 1/2" × 14" or larger) (80 g/m², 20 lb)

with punch (the optional punch kit is required):
- 200 sheets (A4, 8 1/2" × 5 1/2" or smaller) (80 g/m², 20 lb)
- 50 sheets (B4, 8 1/2" × 14" or larger) (80 g/m², 20 lb)

Staple:

❖ **Staple capacity:**
without punch:
- 50 sheets (A4, 8 1/2" × 11" or smaller) (80 g/m², 20 lb)
- 30 sheets (B4, 8 1/2" × 14" or larger) (80 g/m², 20 lb)

with punch (the optional punch kit is required):
- 40 sheets (A4, 8 1/2" × 11" or smaller) (80 g/m², 20 lb)
- 25 sheets (B4, 8 1/2" × 14" or larger) (80 g/m², 20 lb)

❖ **Staple paper size:**
A3, B4, A4, B5, 11" × 17", 8 1/2" × 14", 8 1/2" × 11"

❖ **Staple paper weight:**
64 – 80 g/m^2, 17 – 21 lb

❖ **Staple position:**
Four positions (Top, Top Slant, Bottom, 2 Staples)

❖ **Power consumption:**
48 W (power is supplied from the main frame.)

❖ **Dimensions (W × D × H):**
625 × 545 × 960 mm, 24.7" × 21.5" × 37.8"

❖ **Weight:**
Approx. 45 kg, 99.3 lb

Note

❒ Specifications are subject to change without notice.

Punch Kit (Option)

❖ **Paper size (2 holes version):**

- ▭: A3 – A5, 11" × 17" – $8^1/_2$" × 11"
- ▯: A4 – A5, $8^1/_2$" × 11"

❖ **Paper size (3 holes version):**

- ▭: A3, B4, 11" × 17"
- ▯: A4, B5, $8^1/_2$" × 11"

❖ **Paper weight:**

- 2 holes version: 52 g/m^2 – 128 g/m^2, 14 – 34 lb
- 3 holes version: 52 g/m^2 – 105 g/m^2, 14 – 28 lb

❖ **Power consumption:**
33.6 W (power is supplied from the mainframe.)

❖ **Dimensions (W × D × H):**
92 × 463 × 100 mm, 3.7" × 18.3" × 4.0"

❖ **Weight:**
Approx. 2.4 kg, 5.3 lb

Note

❒ Specifications are subject to change without notice.

Copy Tray(Option)

❖ **Paper Capacity:**

- A3, 11" × 17" : 250 sheets
- B4, $8^1/_2$" × 14" : 500 sheets
- A4, $8^1/_2$" × 11" : 500 sheets
- B5, $5^1/_2$" × $8^1/_2$" : 250 sheets

❖ **Dimensions (W × D × H):**
390 × 330 × 130 mm, 15.4" × 13.0" × 5.2"

❖ **Weight:**
Approx. 650 g, 1.5 lb

Note

❒ Specification are subject to change without notice.

3500-Sheet Large Capacity Tray (LCT) (Option)

❖ **Paper size:**
A4 ⬓, B5 ⬓, $8^1/_2$" × 11" ⬓

❖ **Paper weight:**
64 – 105 g/m^2, 16 – 24 lb

❖ **Paper capacity:**
3,500 sheets (80 g/m^2, 20 lb)

❖ **Power consumption**
Maximum. 48 W (power is supplied from the main frame.)

❖ **Dimensions (W × D × H, option unit):**
403 × 529 × 608 mm, 15.9" × 20.9" × 24.0"

❖ **Weight:**
Approx. 22 kg, 48.6 lb

Note

❒ Specifications are subject to change without notice.

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RICOH

Aficio 650

OPERATING INSTRUCTIONS

SYSTEM SETTINGS

Read this manual carefully before you use this product and keep it handy for future reference.
For safety, please follow the instructions in this manual.

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Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Notes:

Some illustrations may be slightly different from your machine.

Certain options may not be available in some countries. For details, please contact your local dealer.

Operator Safety:

This machine is considered a class 1 laser device, safe for office/EDP use. The machine contains two 5-milliwat, 760 - 800 nanometer wavelength, GaAlAs laser diodes. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

The following label is attached on the back side of the machine.

Laser Safety:

The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement of the optical subsystem is required.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Two kinds of size notation are employed in this manual. With this machine refer to the Metric version.

For good copy quality, Ricoh recommends that you use genuine Ricoh toner.

Ricoh shall not be responsible for any damage or expense that might result from the use of parts other than genuine Ricoh parts in your Ricoh office product.

Power Source

240 V, 50 Hz, 8 A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see “Power Connection” of the “Copy Reference” manual.

In accordance with ISO Standard 7001, this machine uses the following symbols for the main power switch:

| means POWER ON.

⏻ means STAND BY.

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How To Read This Manual

Symbols

In this manual, the following symbols are used:

⚠ ***WARNING:***
This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the "Safety Information" of the "Copy Reference" manual.

⚠ ***CAUTION:***
This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the "Safety Information" of the "Copy Reference" manual.

* The statements above are notes for your safety.

Important
If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation
This symbol indicates the prior knowledge or preparations required before operating.

Note
This symbol indicates precautions for operation, or actions to take after misoperation.

Limitation
This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference
This symbol indicates a reference.

[ ]
Keys that appear on the machine's panel display.

【 】
Keys built into the machine's operation panel.

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Manuals For This Machine

The following two manuals have been prepared for operating this machine: this manual which describes how to make system settings for copying functions and the "Copy Reference" manual which introduces the operating procedures for copying functions. Please consult the manual that suits your needs.

❖ **System Settings (this manual)**
Describes how to access the system user tools to make the machine easier to use.

❖ **Copy Reference**
Describes the various copying functions from basic copying to more advanced functions such as reducing/enlarging copies or combining originals into one copy.

❖ **Copy Quick Guide**
Explains the most frequently used copy functions with examples. Also contains information such as the direction in which to set your originals and copying direction.

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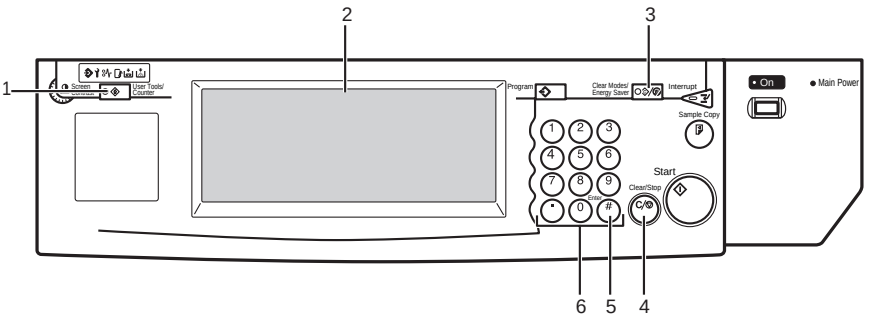
1. USER TOOLS (SYSTEM SETTINGS)

Keys for User Tools (System Settings)



1. **【User Tools/Counter】 key**

You can change the system settings and operational conditions to meet the usage. You can also display the total count.

2. **Panel Display**

Displays operation status and messages.

3. **【Clear Modes/Energy Saver】 key**

4. **【Clear/Stop】 key**

Press to delete a number you have entered.

5. **【#】 key**

Press to set a value you have entered.

6. **【Number】 keys**

Use to enter a numeric value.

Accessing The User Tools (System Settings)

This section is for the key operators in charge of this machine. You can change or set the machine's default settings.

Preparation

After using the user tools, be sure to exit it to return to Copy mode.

The key selected is highlighted.

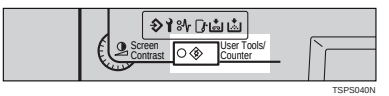
The settings are not canceled even if the main power switch or operation switch is turned off or the 【Clear Modes/Energy Saver】 key is pressed.

Reference

For information on Copy User Tools, see the "Copy Reference" manual.

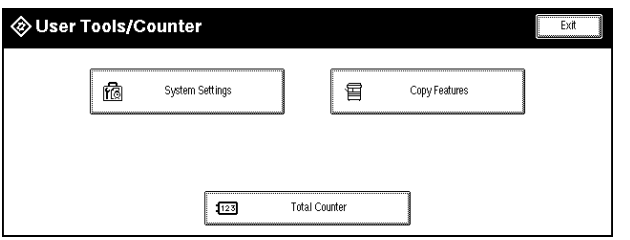
1 **Press the 【User Tools/Counter】 key.**

The User Tools Main Menu appears.

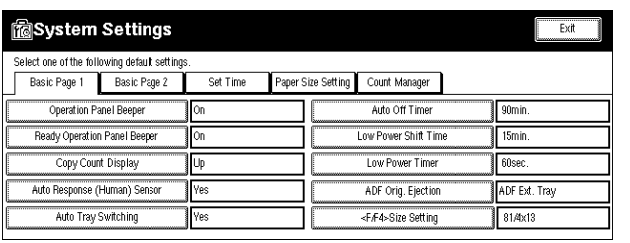


2 **Touch the [System Settings] key.**

The system settings menu appears.



3 **Search for the desired menu and touch the key.**



4 **Change the settings by following the instructions on the panel display. Then touch the [OK] key.**

Note

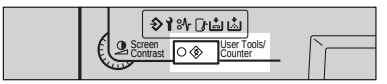
❒ **[OK]**: Touch to set the new settings and return to the previous menu.

❒ **[Cancel]**: Touch to return to the previous menu without changing any data.

Exiting from User Tools

1 **After changing the user tools settings, press the【User Tools/Counter】key.**

Changing the system settings ends to return to Copy mode.



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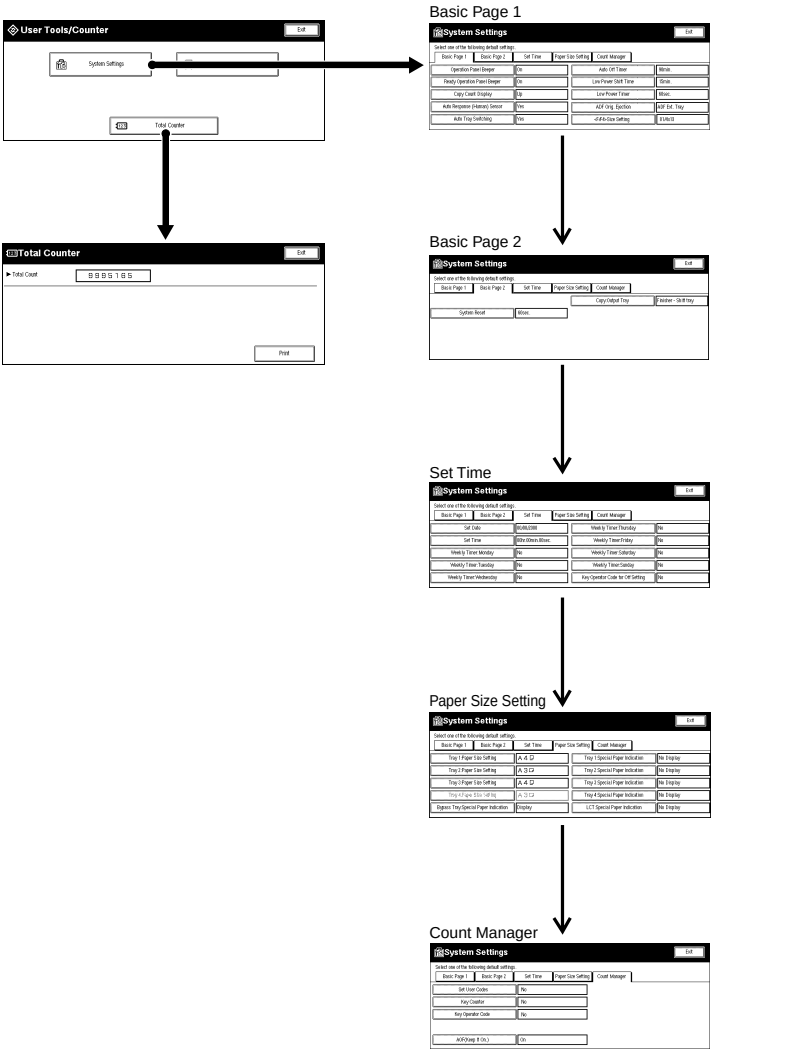
Note

❒ To cancel the change of the machine's default settings and return to the copy mode, press the【User Tools/Counter】key.

❒ You can also exit from user tools by touching the **[Exit]** key on the User Tools Main Menu.

User Tools Menu (System Settings)

1



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Settings You Can Change With The User Tools

Reference

For how to access the user tools, see ⇒ P.4 *"Accessing The User Tools (System Settings)"*.

Basic Page 1

Menu	Description
Operation Panel Beeper	The beeper (key tone) sounds when a key is pressed. This beeper can be turned on or off. **Note** ❒ Default: *On*
Ready Operation Panel Beeper	Specify whether to sound the beeper when the machine becomes ready for copying immediately after Energy Saver mode is deactivated or the power is turned on. **Note** ❒ When the "Operation Panel Beeper" is set to OFF, the beeper does not sound even if the "Ready Operation Panel Beeper" is set to ON. ❒ Default: *On*
Copy Count Display	The copy counter can be set to show the number of copies made (count up) or the number of copies remaining to be made (count down). **Note** ❒ Default: *Up (count up)*
Auto Response (Human) Sensor	If the machine dose not detect anyone using it for a certain period of time, it will switch automatically to one of the reset modes – Auto Reset, System Reset, Low Power mode or Auto Off. You can cancel this setting. If the "Low Power Timer" in⇒ P.7 *"Basic Page 1"* is set to "0", the "Auto Response (Human) Sensor" is disabled. **Note** ❒ Default: *Yes (On)*

Menu	Description
Auto Tray Switching	If you load paper of the same size in two or more trays, the machine automatically shifts to the other tray when the tray in use runs out of paper. You can set or cancel this setting. • If you select **[Yes]** (Using Auto Paper Select) If paper of the different orientation is loaded, limitless paper loading will take place for copying. • If you select **[No]** If paper of the same size and the same orientation is not loaded, the machine will stop copying and instruct you to load paper. **Note** ❒ Default: *Yes* ❒ If you put recycled paper, special paper or thin paper in paper trays using the Special Paper Indication menu, the Auto Tray Switching function is available to these trays only when their settings are identical. **Reference** See "Special Paper Indication" in ⇒ P.11 *"Paper Size Setting"*.
Auto Off Timer	The machine turns itself off automatically to conserve energy after your job is finished, after the selected time. This function is called "Auto Off". The time can be set from 1 to 240 minutes. **Note** ❒ Default: *90 minutes* ❒ Auto Off might not be effective when an error message is displayed. ❒ To return to the ready condition from Auto Off, the machine requires the same warm-up time as the time for becoming ready after its power is turned on.
Low Power Shift Time	The machine enters Low Power mode automatically after your job is finished, after the selected time. The time can be set from 1 to 240 minutes. **Note** ❒ Default: *15 minutes*

Menu	Description
Low Power Timer	The machine enters to Energy Saver mode automatically after your job is finished, after the selected time. The time can be set from 10 to 999 seconds, or 0. When the time is set to "0", Energy Saver mode will not be activated. **Note** ❒ Default: *60 seconds*
ADF Orig. Ejection	As a default setting, the scanned originals from the document feeder (ADF) are ejected to the ADF external tray. But, if there is no space to attach an ADF external tray, you can change the output tray to the ADF tray. However, if the output tray is set to the ADF tray, it takes a little more time than to the ADF external tray. **Note** ❒ Default: ADF Ext. Tray ❒ Even if ADF external tray is set, papers are ejected to the ADF tray in the 2 Sided → 2 Sided copy mode.
<F/F4>Size Setting	Currently three types of F size are available; $8^1/_2$" × 13", $8^1/_4$" × 13" and 8" × 13". The document feeder or platen cover sensor cannot distinguish these 3 types of originals. This function sets the F size from the document feeder or platen cover sensor. Auto Paper Select or Auto Reduce/Enlarge in the case of F size originals functions based on this setting. **Note** ❒ Default: *$8^1/_2$" × 13"*

Basic Page 2

Menu	Description
System Reset	If no operation is performed for a selected time after interrupt copying, the interrupt copying will be canceled. This function is called "System Reset". The time can be set from 10 to 999 seconds, or 0. When the time is set to "0", System Reset will not be activated. **Note** ❒ Default: *60 seconds*

Menu	Description
Copy:Output Tray	You can specify a tray to which documents are delivered. **Note** ❒ You can select from the "Mainframe", "Finisher-Shift tray", "Finisher-Proof tray". ❒ Without the optional finisher installed, "Mainframe" is the only one output tray.

Set Time

When entering Set Time mode, if a key operator code has already been set, you must enter the code (up to 8 digits).

Reference
See "Key Operator Code" in ⇒ P.13 *"Count Manager"*.

Menu	Description
Set Date	Set the date for the copier's internal clock. **Note** ❒ You need to set this for the weekly timer to work properly.
Set Time	Set the time for the copier's internal clock. **Note** ❒ You need to set this for the weekly timer to work properly.
Weekly Timer:Monday Weekly Timer:Tuesday Weekly Timer:Wednesday Weekly Timer:Thursday Weekly Timer:Friday Weekly Timer:Saturday Weekly Timer:Sunday	Set the times when you want the machine to turn itself on/off for each day of the week. **Important** ❒ The timers do not work if the main power switch is turned off or the power cord is unplugged. ❒ To keep the power on throughout the day, set both the "On" and "Off" timers to zero. **Note** ❒ Enter times using the 24-hour clock. (1 minute steps).

Menu	Description
Key Operator Code for Off Setting	Set a key operator code (up to 8 digits) to temporarily cancel the power off setting of the weekly timer. **Note** ❒ When the weekly timers are set and the operation switch is off, you can still use the machine by doing one of the following: • If the key operator code is set, turn on the operation switch and enter the code. • If the key operator code is not set, just turn on the operation switch.

About weekly timers

The weekly timers allow you to restrict use of the machine to certain times of the day and week. The machine will switch itself on and off everyday at the times you specify.

Important

❒ The weekly timers allow you to restrict use of the machine to certain times of the day and week. The machine will switchitself on and off everyday at the times you specify.

❒ When the power is off due to the activation of the weekly timer, you can temporarily cancel the power off state by entering the key operator code (up to 8 digits) set in "Key Operator Code for Off Setting."

Paper Size Setting

Menu	Description
Tray 1:Paper Size Setting Tray 2:Paper Size Setting Tray 3:Paper Size Setting	Select the size of the copy paper set in the paper tray. **Note** ❒ Concerning the paper size setting for the Tray 2, the setting of the paper size selector has priority. ❒ If the specified paper size differs from the size of paper actually set in the paper tray, a paper misfeed might occur because the paper size is not detected correctly. ❒ To set a paper size for the optional 3500-sheet large capacity tray (LCT), contact your service representative. **Reference** See "Changing The Paper Size" in the "Copy Reference".

Menu	Description
Bypass Tray:Special Paper Indication Tray 1:Special Paper Indication Tray 2:Special Paper Indication Tray 3:Special Paper Indication Tray 3:Special Paper Indication	Set an indication to identify the type of paper loaded in each tray. **Limitation** ❒ The machine cannot auto-select trays that you have designated as "Thin" or "Special Paper" using the Special Paper Indication function. Therefore, if all trays designated as "Thin" or "Special Paper", the Auto Paper Select function is not available. **Note** ❒ Default: • Bypass Tray:Cover (Mode Selected) and Slip Sheet (Mode selected) • Tray 1: No Display • Tray 2: No Display • Tray 3: No Display • LCT: No Display ❒ "Recycled Paper" appears on the display when recycled paper is selected, "Special Paper" when special paper, and "Thin" when thin paper. ❒ You can also have "Cover" and "Slip Sheet" displayed. ❒ To display "Cover" or "Slip Sheet", select either "Full Time" or "Mode Selected". If you select "Mode Selected", "Cover" or "Slip Sheet" is displayed only when Cover or Slip Sheet function is selected. ❒ When displaying the settings of "Cover" and "Slip Sheet", you cannot select "Full Time" for the same tray for both at the same time. Priority is given to whichever setting is set first. ❒ If "Cover" or "Slip Sheet" cannot be selected, "Cover" or "Slip Sheet" has already been selected for another tray. Cancel the setting of the other tray and start over again.

Count Manager

When entering Count Manger mode, if a key operator code has already been set, you must enter the code (up to 8 digits).

Reference

See "Key Operator Code" in ⇒ P.13 *"Count Manager"*.

Menu	Description
Set User Codes	Specify whether to employ user codes to restrict copier users and manage the number of copies made. **Reference** For Registering the User Code, see "User Code Register/Change/Delete" of the "Copy Reference" manual.
Key Operator Code	If you select "Yes", only operators who know the key operator code (up to 8 digits) can access the "Set Time" and "Count Manager" user tools. **Note** ❒ Default: *No* ❒ If you select "Yes", you should register the key operator code.
AOF(Keep It On.)	**Note** ❒ For details of this function, contact your service representative.

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RICOH

Aficio 650

OPERATING INSTRUCTIONS

COPY REFERENCE

Read this manual carefully before you use this product and keep it handy for future reference.
For safety, please follow the instructions in this manual.

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Aficio 650 OPERATING INSTRUCTIONS

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Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Notes:

Some illustrations may be slightly different from your machine.

Certain options may not be available in some countries. For details, please contact your local dealer.

Operator Safety:

This machine is considered a CDRH class I laser device, safe for office/ EDP use. The machine contains two 5-milliwat, 760 - 800 nanometer wavelength, GaAIAs laser diodes. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

Laser Safety:

The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical unit in the field. The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement or the optical subsystem is required.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Two kinds of size notation are employed in this manual. With this machine refer to the Inch version.

For good copy quality, Ricoh recommends that you use genuine Ricoh toner.

Ricoh shall not be responsible for any damage or expense that might result from the use of parts other than genuine Ricoh parts in your Ricoh office product.

Power Source

120 V, 60 Hz, 16 A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see ⇒ P.217 *"Power Connection"*.

Note to users in the United States of America

Notice:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:

Reorient or relocate the receiving antenna.

Increase the separation between the equipment and receiver.

Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

Consult the dealer or an experienced radio /TV technician for help.

Warning

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

1. Properly shielded and grounded cables and connectors must be used for connections to host computer (and/or peripheral) in order to meet FCC emission limits.
2. AC adapter with ferrite core must be used for RF interference suppression.

This device complies with Part 15 of FCC Rules.

Operation is subject to the following two conditions:

1. This device may not cause harmful interference, and
2. This device must accept any interference received,

including interference that may cause undesired operation.

Ricoh Corporation, 5 Dedrick Place, West Caldwell, NJ 07006

201-882-2000

Note to users in Canada

Note:

This Class B digital apparatus complies with Canadian ICES-003.

Remarque concernant les utilisateurs au Canada

Avertissement:

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

In accordance with ISO Standard 7001, this machine uses the following symbols for the main power switch:

| means POWER ON.

⏻ means STAND BY.

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Safety Information

When using your machine, the following safety precautions should be always be followed.

Safety During Operation

In this manual, the following important symbols are used:

⚠ ***WARNING:***
Ignoring this warning could cause serious injury or even death.

⚠ ***CAUTION:***
Ignoring this caution could cause injury or damage to property.

Examples Of Indications

Symbols ⚠ mean a situation that requires you take care.

Symbols ⚠ mean "Hot surface".

Do NOT carry out the operation represented by this symbol ⃠.
This example means "Do not take apart".

Symbols ● mean you MUST perform this operation.
This example means "You must remove the wall plug".

⚠ *WARNING:*

- ***Only connect the machine to the power source described on the inside front cover of this manual.***
- ***Avoid multi-wiring.***
- ***Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it, pull it hard or bend it more than necessary. These actions could cause an electric shock or fire.***
- ***Do not plug or unplug the power cord with your hands wet. Otherwise, an electric shock might occur.***

- ***Make sure the wall outlet is near the machine and freely accessible so that in event of an emergency it can be unplugged easily.***

- ***Do not remove any covers or screws other than those specified in this manual. Some parts of the machine are at a high voltage and could give you an electric shock. Also, if the machine has laser systems, direct (or indirect) reflected eye contact with the laser beam may cause serious eye damage. When the machine needs to be checked, adjusted, or repaired, contact your service representative.***
- ***Do not take apart or attempt any modifications to this machine. There is a risk of fire, electric shock, explosion or loss of sight. If the machine has laser systems, there is a risk of serious eye damage.***

- ***If the machine looks damaged or breaks down, smoke is coming out, there is a strange smell or anything looks unusual, immediately turn off the operation and main power switches then unplug the power cord from the wall. Do not continue using the machine in this condition. Contact your service representative.***
- ***If metal, liquid or foreign matter falls into the machine, turn off the operation and main power switches, and unplug the main power cord. Contact your service representative. Do not keep using the machine with a fault or defect.***

- ***Do not put any metal objects or containers holding water (e.g. vases, flowerpots, glasses) on the machine. If the contents fall inside the machine, a fire or electric shock could occur.***

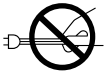
- ***Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of the used toner containers according to local regulations for plastics.***

⚠ *CAUTION:*

- *Keep the machine away from humidity and dust. A fire or an electric shock might occur.*
- *Do not place the machine on an unstable or tilted surface. If it topples over, it could cause injury.*

- *After you move the machine, fix it with the caster fixture. Otherwise, the machine might move or come down to cause a personal injury.*

- *When you move the machine, unplug the power cord from the wall outlet to avoid fire or electric shock.*
- *When the machine will not be used for a long time, unplug the power cord.*



- *When you pull out the plug from the socket, grip the plug to avoid damaging the cord and causing fire or electric shock.*

- *If you use the machine in a confined space, make sure there is a continuous air turnover.*

- *Do not reuse stapled paper. Do not use aluminum foil, carbon-containing paper or other conductive paper. Otherwise, a fire might occur.*

- *When removing misfed paper, do not touch the fusing section because it could be very hot.*

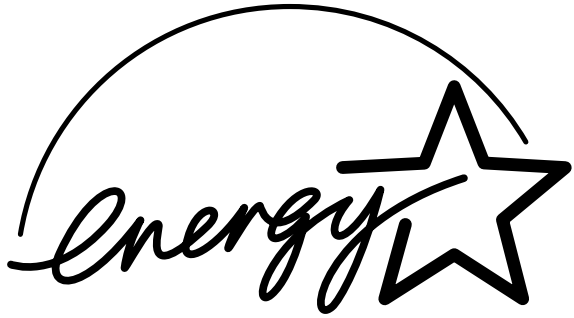
- *This machine has been tested for safety using this supplier's parts and consumables. We recommend you only use these specified supplies.*

- *Do not eat or swallow toner.*
- *Keep toner (used or unused) and toner containers out of reach of children.*

- *This equipment is only to be installed by a qualified service personnel.*

- *Deliver to collection point for waste products. Do not be disposed of via domestic refuse collection.*

Energy Star



As an Energy Star Partner, we have determined that this machine model meets Energy Star Guidelines for energy efficiency.

This product was designed to reduce the environmental impact associated with copying equipment by means of energy saving feature such as Auto Off mode.

For details, see the following pages.

❖ **Auto Reset Timer**
See "Auto Off Timer" of the "System Settings" manual.

❖ **Low Power Shift Time**
See "Low Power Shift Time" of the "System Settings" manual.

❖ **Duplex Priority**
See "Duplex Mode Priority" in ⇒ P.201 *"General Features 2/3"*.

Recycled Paper

Please contact your sales or service representative for recommended recycled paper types that may be used in this machine.

How To Read This Manual

Symbols

In this manual, the following symbols are used:

⚠ ***WARNING:***
This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

⚠ ***CAUTION:***
This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

* The statements above are notes for your safety.

Important
If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation
This symbol indicates the prior knowledge or preparations required before operating.

Note
This symbol indicates precautions for operation, or actions to take after misoperation.

Limitation
This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference
This symbol indicates a reference.

[ ]
Keys that appear on the machine's panel display.

【 】
Keys built into the machine's operation panel.

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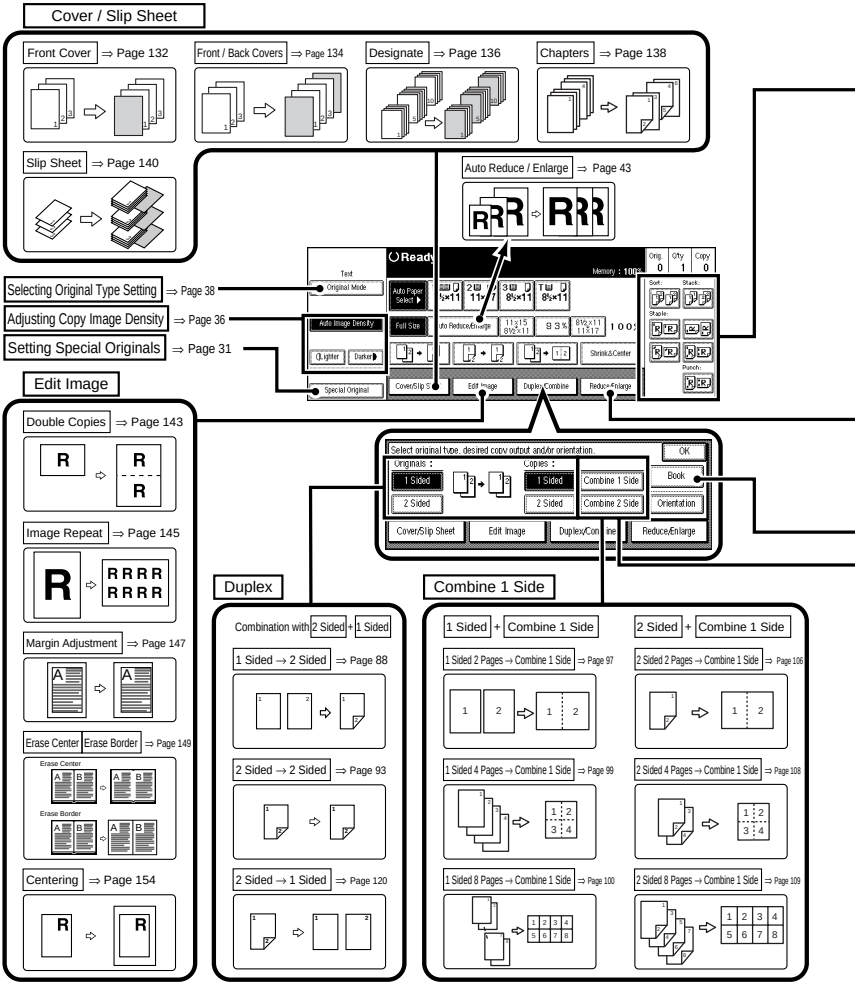
What You Can Do With This Machine (Copy Mode)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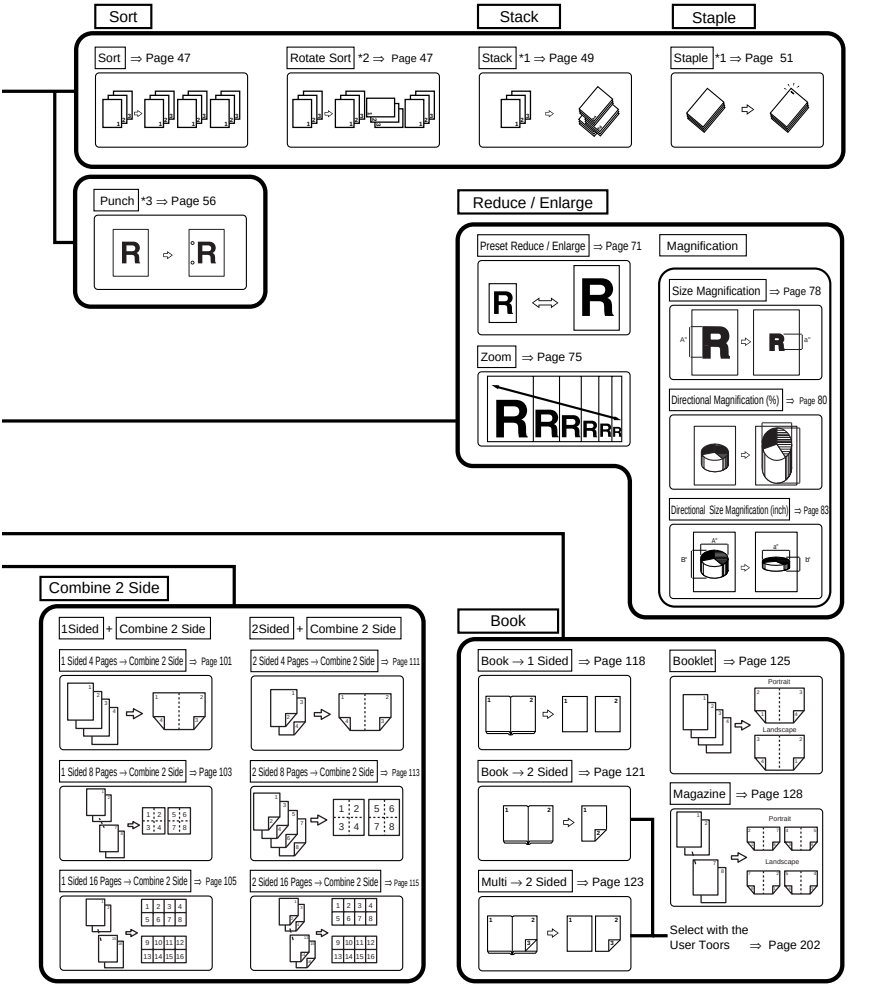
1 Sided 8 Pages → Combine 1 Side ⇒ Page 100
2 Sided 8 Pages → Combine 1 Side ⇒ Page 109

*1 Optional finisiher is required.
*2 This mode can be used when the optional finisher is not installed.
*3 Optional finisher and punch kit are required.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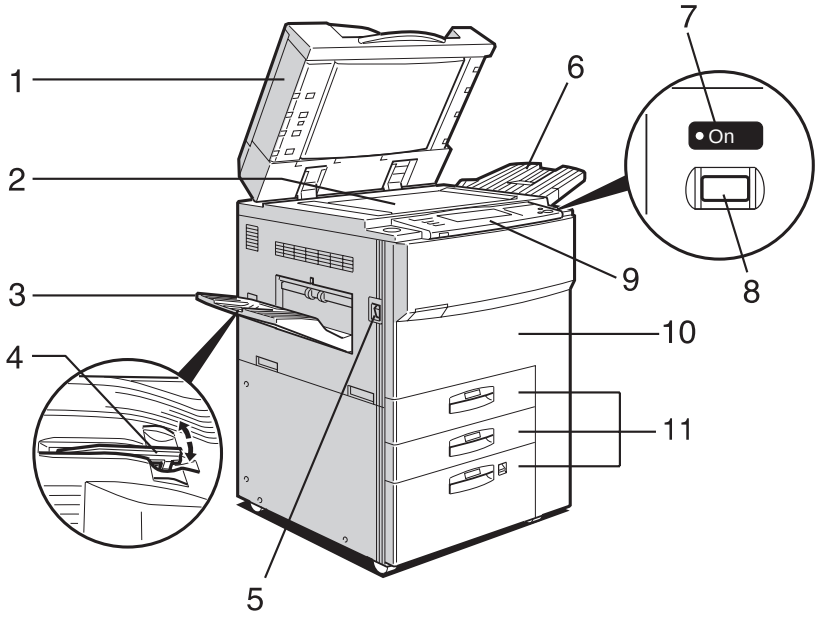
TSPH301N

Guide To Components



1. Document Feeder (ADF)

The document feeder automatically feeds a stack of originals one by one.

2. Exposure glass

Position originals here face down for copying. See ⇒ P.18 *"Originals"*.

3. Output tray

Copied paper is delivered here face down.

4. Output tray guide

Note

❒This guide prevents copied OHP transparencies and translucent paper from being curled when delivered. See ⇒ P.6 *"Output Tray Guide"*.

5. Main power switch

Note

❒If the machine does not operate after turning on the operation switch, check if the main power switch is turned on. If it is off, turn it on.

6. ADF external tray

When copying one-sided originals, the originals are delivered here.

7. On indicator

This indicator lights up when the operation switch is turned on, and goes off when the switch is turned off.

8. Operation switch

Press this switch to turn the power on (the **On** indicator lights up). To turn the power off, press this switch again (the **On** indicator goes off).

9. Operation panel

See ⇒ P.8 *"Operation Panel"*.

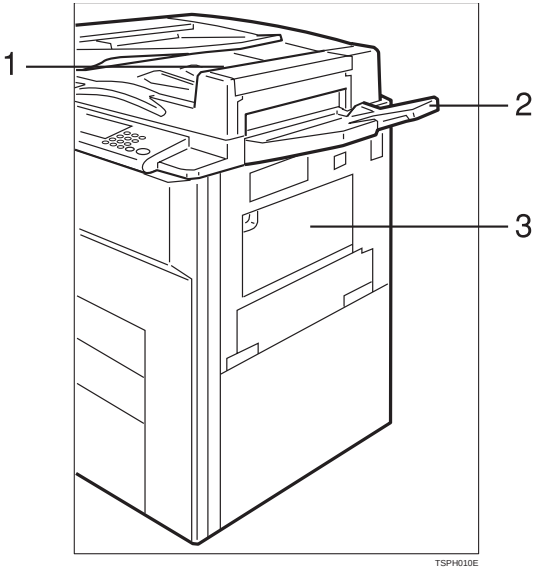
10. Front cover

Open to access the inside of the machine.

11. Paper tray

Set paper here.

Tray 1 is a tandem tray where the paper on the left side automatically moves to the right side when the paper on the right side has run out. See ⇒ P.166 *"Loading Paper"*.



1. ADF tray

When copying two-sided originals, the originals are delivered here.

Note

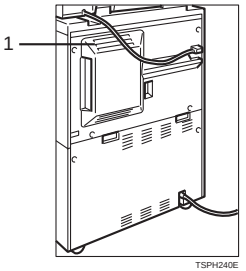
❒Even when copying one-sided originals, you can select the ADF tray. See "ADF Tray Setting" of the "System Settings" manual.

2. ADF external tray

When copying one-sided originals, the originals are delivered here.

3. Bypass tray

Use to copy onto OHP transparencies, adhesive labels, translucent paper, post cards, and non-standard size paper. See ⇒ P.59 *"Copying From The Bypass Tray"*.



1. **Ventilation hole**

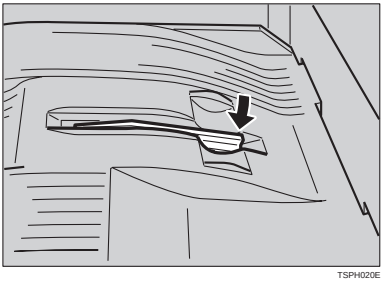
Prevents overheating. Do not obstruct the ventilation hole by placing or leaning an object near it. If the machine overheats, a fault might occur.

Output Tray Guide

When copying onto OHP transparencies and translucent paper, raise the guide. This prevents copies from being curled when delivered.

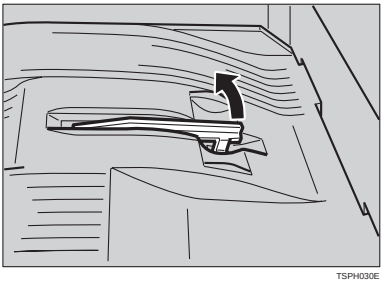
❖To copy onto normal paper and thick paper

Lower the right end of the guide until it clicks.

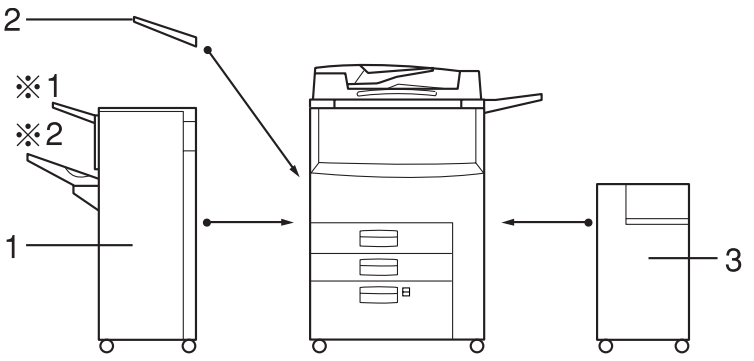


❖To copy onto OHP transparencies and translucent paper

Raise the right end of the guide until it clicks.



Options



1. Finisher

Sorts, stacks, and staples copies. You can also punch copies. (The Punch function is optional.)

•1: Proof tray

•2: Shift tray

Other option:

•Punch kit

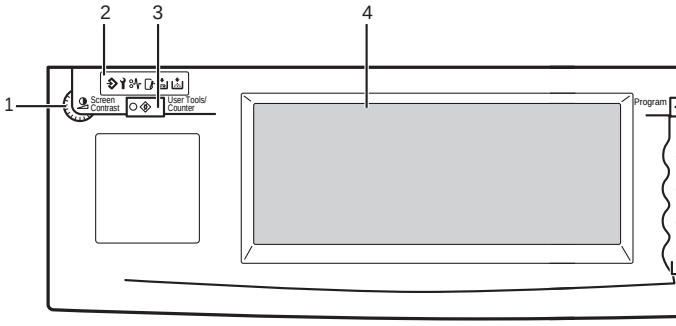
2. Output tray (Can be installed when the finisher is not installed.)

Copied paper is delivered here face down.

3. Large Capacity Tray (LCT)

Holds 3,500 sheets of paper.

Operation Panel



1. Screen Contrast knob

Adjusts the brightness of the panel display.

2. Indicators

These indicators show errors or the status of the machine.

See ⇒ P.159 *"WHAT TO DO IF SOMETHING GOES WRONG"*.

3.【User Tools/Counter】key

•User Tools
Press to change the default settings and conditions to meet your requirements.

•Counter
Press to check or print the total number of copies made.

See ⇒ P.193 *"USER TOOLS (COPY FEATURES)"*.

4. Panel display

Shows operation status, error messages, and function menus. See ⇒ P.10 *"Panel Display"*.

5.【Program】key

Press to select the program mode. See ⇒ P.64 *"Program—Storing Your Copy Settings In Memory"*.

6.【Clear Modes/Energy Saver】key

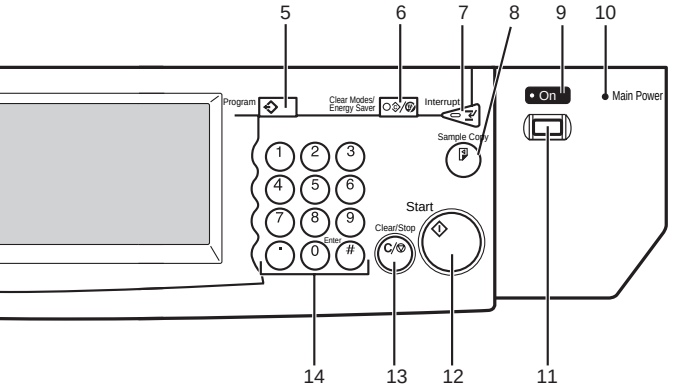
Press to clear the previously entered copy job settings. Also use to switch to and from Energy Saver mode. See ⇒ P.67 *"Energy Saver Mode—Saving Energy"*.

7.【Interrupt】key

Press to make interrupt copies during a copy run. See ⇒ P.67 *"Interrupt—Temporarily Stopping One Job To Copy Something Else"*.

8.【Sample Copy】key

Use this key to make a single sample copy before starting a long copy run. By checking the finish and making any necessary changes to the image quality settings before you make multiple copies, you can save time and paper. See ⇒ P.70 *"Sample Copy—Checking Output Quality Before Making A Long Copy Run"*.



TSPH200N

9. On indicator

This indicator lights up when the operation switch is turned on, and goes off when the switch is turned off.

10. Main Power indicator

This indicator lights up when the main power switch is turned on, and goes off when the switch is turned off.

11. Operation switch

Press this switch to turn the power on (the **On** indicator lights up). To turn the power off, press this switch again (the **On** indicator goes off).

12. 【Start】key

Press to start copying. Use to set the Auto Start. See ⇒ P.69 *"Auto Start—Entering Copy Job Settings During The Warm-up Period"*.

13. 【Clear/Stop】key

While entering numbers, press to cancel a number to have entered. While copying, press to stop copying.

14. 【Number】keys

Use to enter the desired number of copies and data for selected modes.

Use the Enter key to enter data in selected modes.

Panel Display

The panel display shows operational status, error messages, and function menus.

Important

❒Do not apply a strong shock or force of about 30 N (about 3 kgf) or more to the panel display. Otherwise, the display might be damaged.

Note

❒The function items displayed serve as selector keys. You can select or specify an item by lightly pressing it.

❒When you select or specify an item on the panel display, it is highlighted like Full Size.

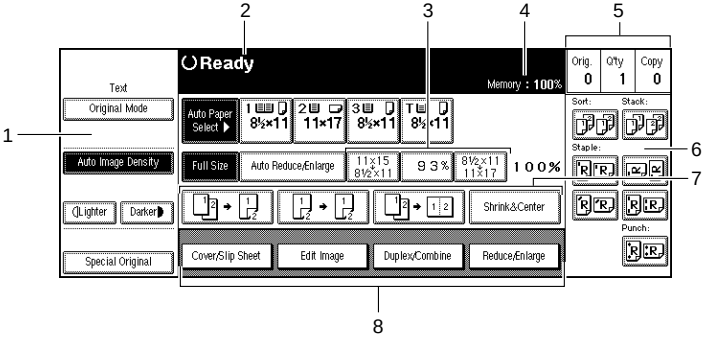
❒Keys appearing as OK cannot be used.

Displays And Key Operations

Note

❒The following illustrations are examples for the machine with the optional finisher unit and large capacity tray (LCT) installed.

❖Copy initial display



TPEH220N

1. **Original Mode, Image Density and Special Original mode.**

2. **Operational status or messages.**

3. **You can register up to three frequently used reduce/enlarge ratios other than the fixed reduce/enlarge ratios. See "Shortcut R/E" in ⇒ P.201 *"General Features 2/3"*.**

4. **Shows the remaining capacity of memory as a percentage.**

5. **Displays the number of originals scanned into memory, number of copies set, and number of copies**

made.

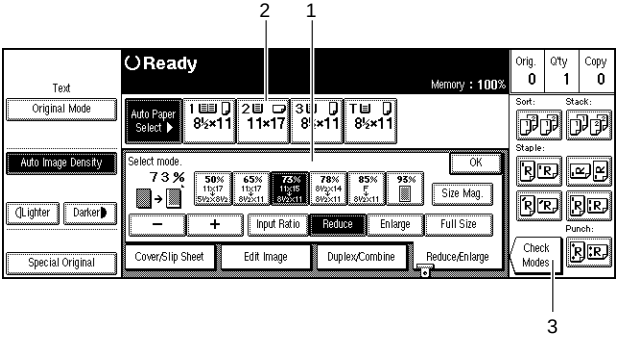
6. **Sort, Stack, Staple or Punch mode.**

7. **Displays the contents of the Shortcut keys. You can register frequently used functions in these keys. See "Shortcut Keys" in ⇒ P.203 "*Gen-***

***eral Features $^{3}/_{3}$".**

8. **Shows the available functions. Touch a function name to display its menu. For example, touch the [Reduce/Enlarge] key to bring up the Reduce/Enlarge menu.**

❖Function menu display



TSPH230N

1. **Items you can select.**

2. **The key highlighted with the lower line underlined indicates the tray feeding the paper.**

3. **The [Check Modes] key appears when you have selected function (s). Touch this key to view the functions currently selected.**

Function List Based On Options

The function that are available to you depend on your machine configuration and which options you have. See the table below.
❍…Available
×…Not available

		Finisher (Option)		Place originals	
		without installed	installed	on the exposure glass	in the document feeder
Batch (SADF)		❍	❍	--	❍
Mixed Sizes		❍	❍	--	❍
Thin		❍	❍	--	❍
Adjusting Image Density		❍	❍	❍	❍
Selecting Original Type		❍	❍	❍	❍
Selecting Copy Paper		❍	❍	❍	❍
Auto Reduce/Enlarge		❍	❍	❍	❍
Sort		❍	×	❍	❍
Rotate Sort		❍	×	❍	❍
Stack		×	❍	❍	❍
Punch		×	❍ *1	❍ *1	❍ *1
Staple		×	❍	❍	❍
Copying from the Bypass Tray		❍	❍	❍	❍
Program		❍	❍	❍	❍
Reduce/Enlarge		❍	❍	❍	❍
Zoom		❍	❍	❍	❍
Size Magnification		❍	❍	❍	❍
Directional Magnification (%)		❍	❍	❍	❍
Directional Size Magnification (inch)		❍	❍	❍	❍
Duplex	1 Sided → 2 Sided	❍	❍	❍	❍
	2 Sided → 2 Sided	❍	❍	❍	❍

		Finisher (Option)		Place originals	
		without installed	installed	on the exposure glass	in the document feeder
Combine	1 Sided 2 pages → 1 Side	❍	❍	❍	❍
	1 Sided 4 pages → 1 Side	❍	❍	❍	❍
	1 Sided 8 pages → 1 Side	❍	❍	❍	❍
	1 Sided 4 pages → 2 Side	❍	❍	❍	❍
	1 Sided 8 pages → 2 Side	❍	❍	❍	❍
	1 Sided 16 pages → 2 Side	❍	❍	❍	❍
	2 Sided 2 pages → 1 Side	❍	❍	❍	❍
	2 Sided 4 pages → 1 Side	❍	❍	❍	❍
	2 Sided 8 pages → 1 Side	❍	❍	❍	❍
	2 Sided 4 pages → 2 Side	❍	❍	❍	❍
	2 Sided 8 pages → 2 Side	❍	❍	❍	❍
	2 Sided 16 pages → 2 Side	❍	❍	❍	❍
Book	Book → 1 Sided	❍	❍	❍	❍
	2 Sided → 1 Sided	❍	❍	❍	❍
	1 Sided → 2 Sided	❍	❍	❍	❍
	2 Sided → 2 Sided	❍	❍	❍	❍
	2 Sided → 2 Sided	❍	❍	❍	❍
	Booklet	❍	❍	❍	❍
	Magazine	❍	❍	❍	❍
Cover/Designate/Chapters		❍	❍	❍	❍
Slip Sheet		❍	❍	❍	❍
Double		❍	❍	❍	❍
Repeat		❍	❍	❍	❍
Margin Adjust		❍	❍	❍	❍
Erase Center/Border		❍	❍	❍	❍
Centering		❍	❍	❍	❍

*1 The optional punch kit required.

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Starting The Machine

To start the machine, press the operation switch to turn the power on.

Note

❒ This machine automatically enters Energy Saver mode or turns itself off if you do not use the machine for a while. See "Energy Saver Mode—Saving Energy" and "Auto Off Timer" of the System Settings.

Power switches

This machine has the operation switch and main power switch.

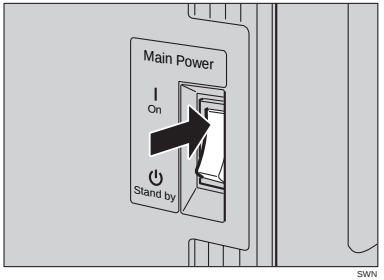
❖ **Operation switch (right side of the operation panel)**
Press this switch to activate the machine. When the machine has warmed up, you can make copies.

❖ **Main power switch (left side of the machine)**
When the machine is not to be used for an extended period of time, turn off the main power switch.

Starting The Machine

1 Make sure that the power cord is plugged into the wall outlet firmly.

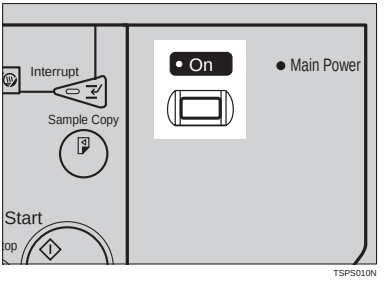
2 Turn on the main power switch.



SWN

Turning On The Power

1 **Press the operation switch to make the On indicator light up.**



The panel display will come on.

Note

❒ If the power is not turned on when the operation switch is pressed, check if the main power switch is on. If off, turn it on.

❒ During the warm-up period (less than 330 seconds), you can use the Auto Start function. See ⇒ P.69 *"Auto Start—Entering Copy Job Settings During The Warm-up Period"*.

When the machine is set for user codes

1 **Enter your user code using the 【Number】 keys. Then press the 【#】 key.**

Note

❒ To prevent others from making copies with your user code, press the **【Clear Modes/Energy Saver】** key and the **【Clear/Stop】** key simultaneously after copying.

Reference

For setting user codes, see ⇒ P.212 *"Count Manager"*.

When the 【Clear Modes/Energy Saver】 indicator is lit

The machine is in Energy Saver mode.

1 **Press any key.**

The machine will return to the ready condition.

Note

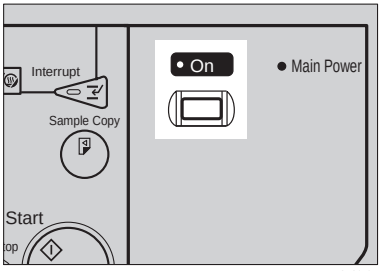
❒ The machine will also return to the ready condition when an original is set in the document feeder, or the document feeder is opened.

Reference

See “Low Power Timer” of the “System Settings” manual.

Turning Off The Power

1 **Press the operation switch to make the On indicator go off.**



Originals

Sizes And Weights Of Recommended Originals

❖ **Metric version**

Where original is set	Original Size	Original Weight
Exposure glass	Up to A3	--
Document feeder	1-sided originals: A3 – B6	52 – 128 g/m^2
	2-sided originals: A3 – A5	52 – 105 g/m^2
	Thin Paper mode: A3 – B6	41 – 128 g/m^2

❖ **Inch version**

Where original is set	Original Size	Original Weight
Exposure glass	Up to 11" × 17"	--
Document feeder	1-sided originals: 11" × 17" – 5 1/2" × 8 1/2"	14 – 34 lb
	2-sided originals: 11" × 17" – 5 1/2" × 8 1/2"	14 – 28 lb
	Thin Paper mode: 11" × 17" – 5 1/2" × 8 1/2"	11 – 34 lb

Non-recommended originals for the document feeder

Setting the following originals in the document feeder might cause paper misfeeds or damage to the originals. Set these originals on the exposure glass.

- Originals other than those specified in ⇒ P.18 *"Sizes And Weights Of Recommended Originals"*
- Stapled or clipped originals
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper

- Originals with perforated lines
- Originals with indexes, tags, or other projecting parts
- Sticky originals such as translucent paper
- Thin original that has low stiffness
- Originals of inappropriate weight ⇒ P.18 *"Sizes And Weights Of Recommended Originals"*
- Bound originals such as books
- Transparent originals such as OHP transparencies or translucent paper

Sizes Difficult To Detect

It is difficult for the machine to detect the sizes of the following originals, so select the paper size manually.

- Originals with indexes, tags, or other projecting parts
- Transparent originals such as OHP transparencies or translucent paper
- Dark originals with many letters and drawings
- Originals which partially contain solid image
- Originals which have solid image at their edges
- Originals other than those (with ❍) in the table below. See ⇒ P.19 *"Sizes detectable by the Auto Paper Select"*.

Sizes detectable by the Auto Paper Select

❖ **Metric version**

Size / Place of original	A3 ▭	B4 ▭	A4 ▯ ▭	B5 ▯ ▭	A5 ▯ ▭	B6 ▯ ▭	11 " × 17" ▭	11 " × 15" ▭	$8^1/_2$" × 14" ▭	$8^1/_2$" × 11" ▯ ▭	$5^1/_2$" × $8^1/_2$" ▯ ▯▭	$8^1/_2$" × 13" ▭ *1
Exposure glass	❍	❍	❍	❍	×	×	×	×	×	×	×	❍
Document feeder	❍	❍	❍	❍	❍	❍	❍	❍	×	❍	×	❍

*1 You can select from $8^1/_2$" × 13", $8^1/_4$" × 13" and 8" × 13" using the user tool (system settings). See "<F/F4> Size Setting" of the "System Settings" manual.

1

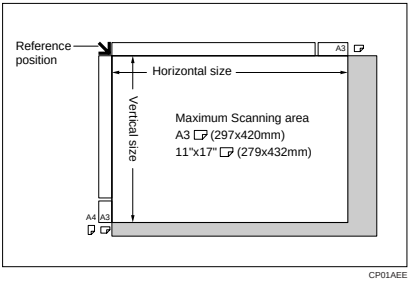
❖ Inch version

Size / Place of original	A3 ▭	B4 ▭	A4 ▯ ▭	B5 ▯ ▭	A5 ▯ ▭	B6 ▯ ▭	11"× 17" ▭	11"× 15" ▭	$8^1/_2$" × 14" ▭	$8^1/_2$"× 11" ▯ ▭	$5^1/_2$"× $8^1/_2$" ▯ ▭	,$8^1/_2$" × 13" ▭ *1
Exposure glass	×	×	×	×	×	×	❍	×	❍	❍	×	×
Document feeder	×	×	❍	×	×	×	❍	❍	❍	❍	❍	❍

*1 You can select from $8^1/_2$" × 13", $8^1/_4$" × 13" and 8" × 13" using the user tool (system settings). See "<F/F4> Size Setting" of the "System Settings" manual.

Original Sizes And Scanning Area/Missing Image Area

❖ Exposure glass



❗ Limitation

❒ Even if you correctly set originals in the document feeder or on the exposure glass, 3 mm, 0.1" margins on all four sides might not be copied.

Copy Paper

Recommended Paper Sizes And Types

The following limitations apply to each tray:

	Metric version	Inch version	Paper weight	Paper capacity
Tray 1 *1 (With a separator as Tandem tray.)	A4 ▯, B5 ▯, 8 1/2" × 11" ▯ **Note** ❒ You have to specify paper size using the user tools. See ⇒ P.182 *"Changing The Paper Size"*.		52 – 128 g/m², 14 – 34 lb	500 + 500 sheets
Tray 1 *1 (Without a separator in the tray.)	A3▭, B4▭, A4 ▯▭, B5 ▯▭, 11" × 17"▭, 8 1/2" × 14"▭, 8 1/2" × 11" ▯▭		52 – 128 g/m², 14 – 34 lb	500 sheets
Tray 2	A3▭, (B4▭), A4 ▯▭, (B5 ▯▭), A5 ▯, (11" × 17"▭), (8 1/2" × 14"▭), (8 1/2" × 11"▭), (8 1/2" × 13" ▯), 8 1/2" × 13"▭, (8" × 10 1/2" ▭), (8" × 10"▭), (8" × 13"▭), 8 1/4" × 13"▭, (10" × 14"▭), (11" × 15"▭), (5 1/2" × 8 1/2" ▯) **Note** ❒ You have to specify the paper size with the user tools when selecting paper sizes in parentheses. See ⇒ P.182 *"Changing The Paper Size"*.	(A3▭), (B4▭), (A4 ▯▭), (B5 ▯▭), (A5 ▯), 11" × 17"▭, 8 1/2" × 14"▭, 8 1/2" × 11" ▯▭, (8 1/2" × 13"▭), 8" × 10 1/2" ▭, 8" × 10"▭, 8" × 13"▭, (8 1/4" × 13"▭), 10" × 14"▭, 11" × 15"▭, 5 1/2" × 8 1/2" ▯ **Note** ❒ You have to specify the paper size with the user tools when selecting paper sizes in parentheses. See ⇒ P.182 *"Changing The Paper Size"*.	52 – 128 g/m², 14 – 34 lb	550 sheets
1500-sheet LCT *1	B4▭, A4 ▯▭, B5 ▯▭, 8 1/2" × 14"▭, 8 1/2" × 11" ▯▭		52 – 128 g/m², 14 – 34 lb	1,500 sheets

		Metric version	Inch version	Paper weight	Paper capacity
Bypass tray *3 *4 *6	Standard size	A3□, A4□, A5□, 8" × 13"□	A3□, 11" × 17"□, 8 1/2" × 14"□, 8 1/2" × 11"□, 5 1/2" × 8 1/2"□	52 – 163 g/m², 14 – 90 lb	50 sheets
	Non-standard size *2	Vertical: 100 – 300 mm Horizontal: 148 – 432 mm	Vertical: 4.0" – 11.7" Horizontal: 6.0" – 17.0"	52 – 163 g/m², 14 – 90 lb	1 sheet
		Postcards, adhesive labels, translucent paper, OHP transparencies *5			

*1 The paper tray fence is fixed. If you wish to change the size of paper set in this tray, please contact your service representative.

*2 If you wish to copy onto non-standard size paper, set the paper in the Bypass Tray and specify the size. See ⇒ P.59 *"Copying From The Bypass Tray"*.

*3 If you wish to copy onto OHP transparencies or thick paper, select OHP or Thick Paper mode. See ⇒ P.62 *"When copying onto OHP transparencies or thick paper"*.

*4 Note that you cannot copy onto thick paper or OHP transparencies when "Face-Up/Down selection in Bypass Mode" is set to "Face Up Exit." Use standard high-quality paper with a weight of 52 – 128 g/m² (14 – 34 lb) instead. See "Face-up/Down selection in Bypass Mode" in ⇒ P.212 *"Count Manager"*.

*5 Always set one sheet at a time. See ⇒ P.59 *"Copying From The Bypass Tray"*.

*6 When setting copy paper, make sure the stack height does not exceed the limit mark. The maximum number of sheets you can set at once depends on the paper thickness and condition.

Important

❒ If you use damp or curled paper, a misfeed might occur. In such a case, try turning over the paper stack in the paper tray. If there is no improvement, change to copy paper with less curl.

Note

❒ When you use the bypass tray, be sure to set the copy paper direction to □.

❒ Post cards should be fed from the bypass tray.

❒ If you load paper of the same size and in the same direction in two or more trays, the machine automatically shifts to another tray when the tray in use runs out of paper. This function is called Auto Tray Switch. (If you put recycled paper or special paper in paper trays using the Special Paper Indicate menu, this function is not available to these trays unless their settings are identical.) This saves interrupting a copy run to replenish paper even when you make a large number of copies. You can cancel this setting. See "Auto Paper Select", and "Auto Tray Switching" of the "System Settings" manual, and "Bypass Tray: Special paper Indication" of the "System Settings" manual.

Reference

If you want to add paper, see ⇒ P.166 *"Loading Paper"*.

If you want to change the paper size, see ⇒ P.182 *"Changing The Paper Size"*.

Non-recommended Paper

⚠ ***CAUTION:***

- *Do not reuse stapled paper. Do not use aluminum foil, carbon-containing paper or other conductive paper. Otherwise, a fire might occur.*

Important

❒ Do not use paper with any kind of coating as follows. Otherwise, a fault might occur.
- Thermal fax paper
- Art paper
- Aluminum foil
- Carbon paper
- Conductive paper
- Colored OHP transparencies
- Paper with perforated lines
- Hemmed paper

❒ Do not use copy paper that has been already copied on. Otherwise, a fault might occur.

Note

❒ Do not use the following type of paper because a paper misfeed might occur.
- Bent, folded, or creased paper
- Torn paper
- Slippery paper
- Perforated paper
- Rough paper
- Thin paper that has low stiffness
- Paper with much paper dust on its surface

❒ If you make a copy on rough grain paper, the copy image might be blurred.

❒ Do not use paper which has been copied or printed on.

Paper Storage

Note

❒ When storing paper, the following precautions should always be followed:

- Do not store paper where it will be exposed to direct sunlight.
- Avoid storing paper in humid areas (humidity: 70 % or less).
- Store on a flat surface.

❒ Keep open reams of papers in the package, and store as you would unopened paper.

❒ Under high temperature and high humidity, or low temperature and low humidity conditions, store papers in a vinyl bag.

Toner

Handling Toner

⚠ ***WARNING:***

- ***Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of the used toner containers according to local regulations for plastics.***

⚠ ***CAUTION:***

- *Do not eat or swallow toner.*
- *Keep toner (used or unused) and toner containers out of reach of children.*

⚠ ***CAUTION:***

- *This machine has been tested for safety using this supplier's parts and consumables. We recommend you only use these specified supplies.*

Important

❒ If you use toner other than that recommended, a fault might occur.

Reference

If you want to add toner, see ⇒ P.172 *"Adding Toner"*.

Toner Storage

Note

❒ When storing toner, the following precautions should always be followed:

- Store toner containers in a cool, dry place free from direct sunlight.
- Do not store toner where it will be exposed to heat.
- Do not eat or swallow toner, and keep it out of reach of children.
- Store on a flat surface.

Used Toner

Note

❒ Used toner cannot be re-used.

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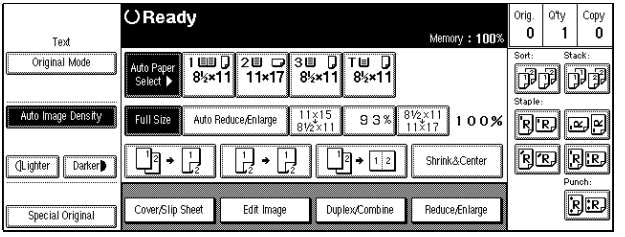
Basic Procedure

1 **Make sure that the machine is in Copy mode.**



2 **When the machine is set for user code, enter the user code with the [Number] keys and then press the [#] key.**

Reference

See ⇒ P.68 *"User Codes"*.

3 **Make sure that there are no previous settings remaining.**

Note

❒ To clear settings, press the **[Clear Modes/Energy Saver]** key.

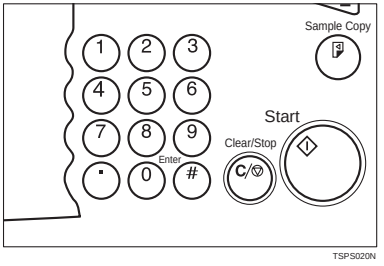
4 **Set your originals.**

Reference

See ⇒ P.29 *"Setting Originals"*.

5 **Set your desired settings.**

6 **Enter the number of copies required with the [Number] keys.**



Note

❒ The maximum copy quantity can be set between 1 and 999 (default: *999*). See "Maximum Copy Quantity" in ⇒ P.201 *"General Features 2/3"*.

❒ To change the number entered, press the **【Clear/Stop】** key and enter the new number.

7 Press the 【Start】 key.

The machine starts copying.

Note

❒ Usually, when you set a single original on the exposure glass or in the document feeder, the copied paper is delivered face-up. However, with some functions copies will be delivered face-down.

❒ You can specify to deliver copied paper either face up or face down. (Except for copying through the bypass tray) See "Platen Mode Exit" in ⇒ P.210 *"Input Output"*.

❒ To stop the machine during the multi-copy run, press the **【Clear/Stop】** key.

❒ To return the machine to the initial condition after copying, press the **【Clear Modes/Energy Saver】** key.

Auto Reset

The machine returns to its initial condition automatically after your job is finished, after a certain period of time. This function is called "Auto Reset".

Note

❒ You can change the Auto Reset time. See "Auto Reset Timer" in ⇒ P.198 *"General Features 1/3"*.

Auto Off

The machine turns itself off automatically after your job is finished, after a certain period of time. This function is called "Auto Off".

Note

❒ You can change the Auto Off time. See "Auto Off Timer" of the "System Settings" manual.

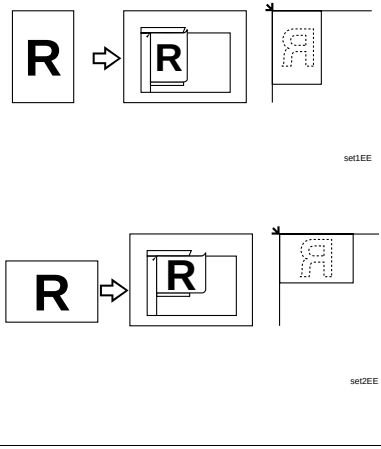
Setting Originals

Limitation

❒ Set the original after correction fluid and ink has completely dried. Not taking this precaution could mark the exposure glass and cause marks to be copied.

Note

❒ Basically the originals should be aligned to the rear left corner. However, some copy functions may produce different results depending on the direction of the originals. For details, see explanations of each function.

Originals	Set in the document feeder	Set on the exposure glass
		

Reference

See ⇒ P.18 *"Originals"*.

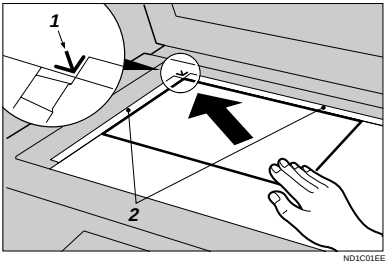
Setting Originals On The Exposure Glass

1 Lift the document feeder.

Note

❒ Be sure to open the document feeder by more than 30°, otherwise the original size might not be detected correctly.

2 Set the original face down on the exposure glass. The original should be aligned to the rear left corner.



1: Reference mark

2: Scale

Note

❒ Start with the first page to be copied.

3 **Lower the document feeder.**

Setting Originals In The Document Feeder

Note

❒ The last page should be on the bottom.

❒ Do not stack originals beyond the limit mark on the side fence of the document feeder.

❒ When copying thin originals (40 – 52 g/m^2 , 11 – 14 lb), set one original in the document feeder at a time or place it on the exposure glass to avoid damage due to a multi-sheet feed (if several sheets are fed together at the same time).

❒ The original might become dirty if it is written with a pencil or similar tools.

❒ Usually, one-sided originals are delivered to the ADF external tray, and two-sided originals to the ADF tray.

Reference

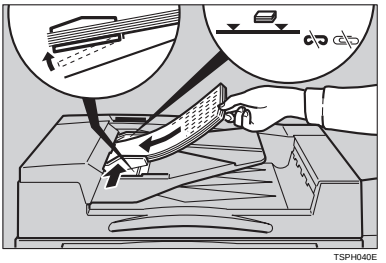
Regarding originals that the document feeder can handle, see ⇒ P.18 *"Originals"*.

Setting a stack of originals in the document feeder

1 **Adjust the guide to the original size.**

2 **Set the aligned originals face up into the document feeder.**

Setting a stack of originals is completed when the bottom plate rises.



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Important

❒ After the bottom plate of the document feeder rises, do not add or force in originals.

Note

❒ To avoid a multi-sheet feed, shuffle the originals before setting them in the document feeder.

❒ You can set the timing for the bottom plate of the document feeder to rise. See "ARDF Original Table Rise Time" in ⇒ P.210 *"Input Output"*.

Setting Special Originals

When using Batch (SADF), Mixed Sizes or Thin mode

Batch (SADF) mode

Up to 100 standard originals can be set in the document feeder at a time. If there are more than 100 originals, set Batch (SADF) mode so that originals can be fed automatically without pressing the 【Start】 key each time they are set in the document feeder.

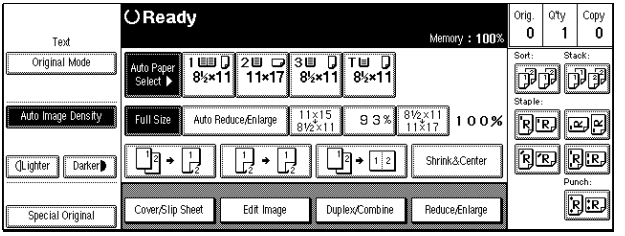
Important

❒ When setting special originals such as translucent paper, set them one by one.

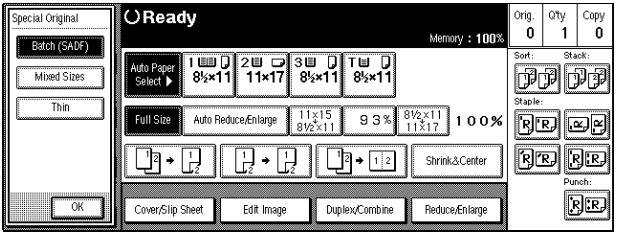
Note

❒ In Batch (SADF) mode, even when one original is set in the document feeder, the original is automatically fed each time it is set.

1 **Touch the [Special Original] key.**



2 **Touch the [Batch (SADF)] key.**



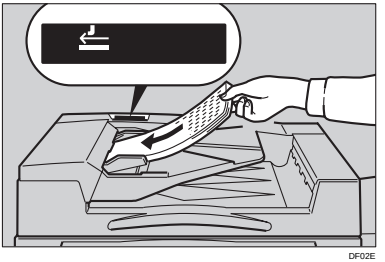
3 **Touch the [OK] key.**

4 **Set your originals, then press the 【Start】 key.**

The Auto Feed indicator is lit.

5 **After all the previously set originals are fed, set the next originals while the Auto Feed indicator is lit.**

The second and subsequent originals can be fed automatically without pressing the 【Start】 key.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Note

❒ When the Sort, Combine or Duplex function has been set, press the 【#】 key at the end of setting the originals.

❒ You can change the lighting-up time of the **Auto Feed** indicator. See "Batch (SADF) Auto Reset Time." in ⇒ P.210 *"Input Output"*.

Mixed sizes mode

When originals of different sizes are set on the document feeder at a time, the machine automatically checks the size of the originals and makes copies.

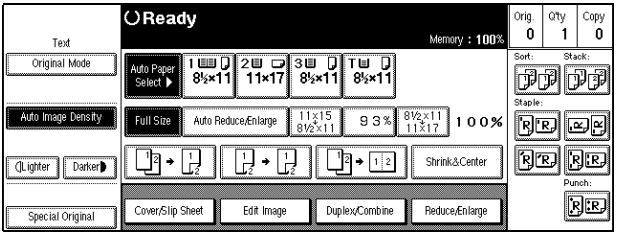
Limitation

- ❒ When setting originals of different sizes on the document feeder and making copies without using Mixed sizes mode, parts of the original image might not be copied.
- ❒ The weight of originals that can be set with this function is 52 – 81 g/m^2, 14 – 20 lb.
- ❒ The paper sizes that can be set with this function are as follows:

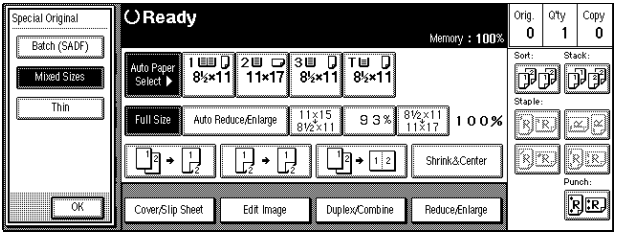
Metric version	A3 ⧉, B4 ⧉, A4 ⧉⧉, B5 ⧉⧉
Inch version	11" × 17"⧉, 8 1/2" × 14"⧉, 8 1/2" × 11"⧉⧉, 5 1/2" × 8 1/2"⧉⧉

- ❒ For smaller originals, the copy image might be slanted since the originals might not be correctly aligned with the original guide.

1 **Touch the [Special Original] key.**

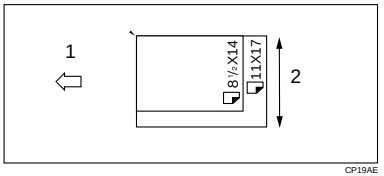


2 **Touch the [Mixed Sizes] key.**



3 **Touch the [OK] key.**

4 **Align the rear and left edges of the originals as shown in the illustration.**



2

1: Set into the document feeder (ADF).

2: Vertical size

Important

❒ If the originals are of different vertical sizes, put the longer original on the bottom; otherwise the original size might not be detected correctly.

5 **Adjust the guide to the widest original size.**

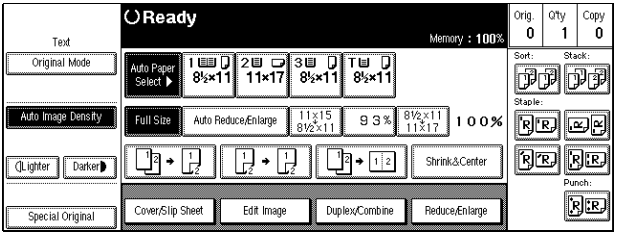
6 **Set the aligned originals face up into the document feeder.**

Thin mode

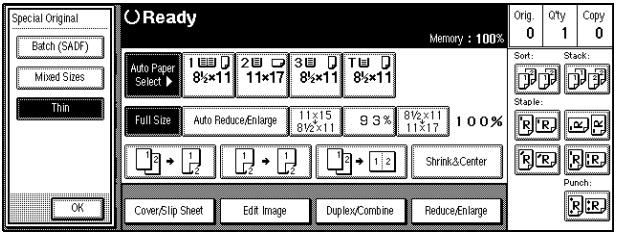
Important

❒ Set to Thin mode when you place thin paper into the document feeder; otherwise your originals might be damaged.

1 **Touch the [Special Original] key.**



2 **Touch the [Thin] key.**



3 **Touch the [OK] key.**

Basic Functions

The following basic functions are explained in this section.

❖ **Adjusting Copy Image Density**
Auto and Manual Image Density

❖ **Selecting Original Type Setting**
Text, Text·Photo, Photo, Pale, Generation Copy

❖ **Selecting Copy Paper**
Auto Paper Select and Manual Paper Select

❖ **Auto Reduce/Enlarge**
The machine can choose an appropriate reproduction ratio based on the paper and original sizes you select.

Note

❒ You can select functions to be activated when Auto Reset is turned on, when Energy Saver is turned off, or after the machine is powered on. See ⇒ P.198 *"General Features 1/3"*.

❒ You can change default settings for basic functions. See ⇒ P.198 *"Settings You Can Change With The User Tools"*.

Adjusting Copy Image Density

You can adjust the copy image density to match your originals.

There are three types in this function:

❖ **Auto Image Density**
The machine automatically adjusts the image density.

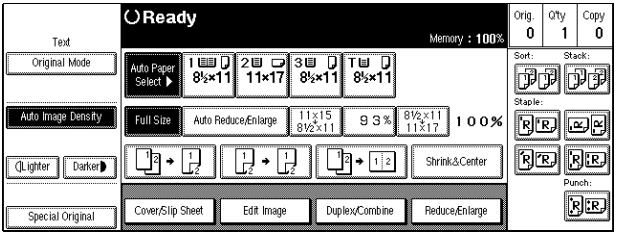
❖ **Manual Image Density**
If you require darker or lighter copies, adjust the image density yourself.

❖ **Combined Auto and Manual Image Density**
Use when copying originals with a dirty background (such as newspapers). You can adjust the foreground density while leaving the background unchanged.

1 **Select one of Image Density modes.**

Auto Image Density

❶ **Make sure that the [Auto Image Density] key is selected.**



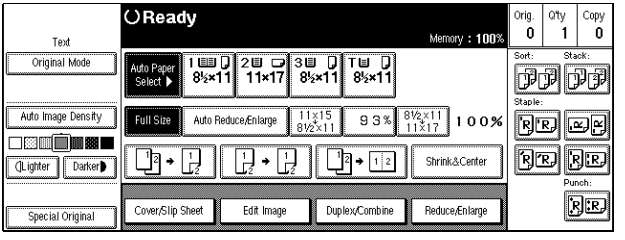
Note

❒ If not, touch the **[Auto Image Density]** key.

Manual Image Density

❶ **Touch the [Auto Image Density] key to cancel it.**

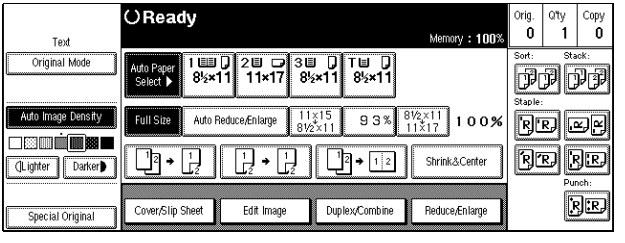
❷ **Touch the [Lighter] or [Darker] key to adjust the image density.**



Combined Auto and Manual Image Density

❶ **Make sure that the Auto Image Density is selected.**

❷ **Touch the [Lighter] or [Darker] key to adjust the density.**



Selecting Original Type Setting

Select one of the following types to match your originals:

❖ **Text**
Select this mode when your originals contain only letters (no pictures).

❖ **Text·Photo**
Select Text·Photo when your originals contains photographs or pictures with letters.

❖ **Photo**
Delicate tones of photographs and pictures can be reproduced with this mode.

❖ **Pale**
Select this mode for originals that have lighter lines written in pencil, or for faint copied slips. The faint lines will be clearly copied.

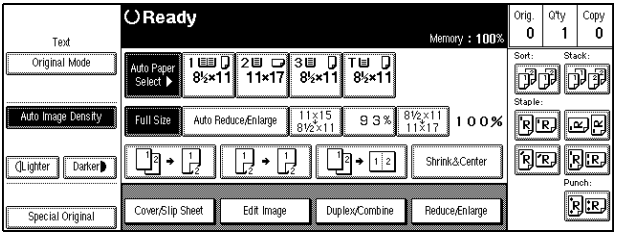
❖ **Generation Copy**
If your originals are copies (generation copies), the copy image can be reproduced sharply and clearly.

Note

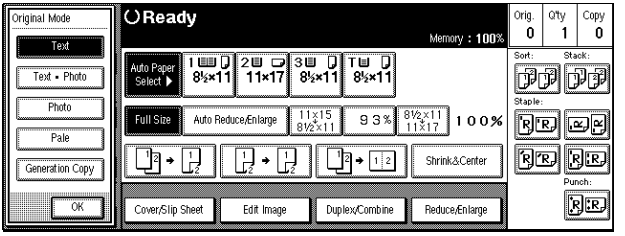
❒ You can directly display the original type keys on the copy original display. See "Original Mode Display" in ⇒ P.198 *"General Features 1/3"*.

❒ You can adjust the quality level for each original type. See "Original Mode Quality Level" in ⇒ P.198 *"General Features 1/3"*.

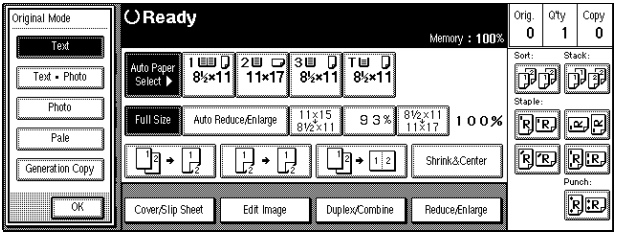
1 **Touch the [Original Mode] key.**



2 **Select the original types.**



3 **Touch the [OK] key.**



Note

❒ If no other functions are to be set, press the 【**Start**】 key to start copying.

Selecting Copy Paper

There are two ways to select copy paper:

❖ **Auto Paper Select**

The machine selects a suitable size of copy paper automatically based on the original size and the reproduction ratio. ⇒ P.41 *"Rotated Copy"*.

❖ **Manual Paper Select**

Choose the tray containing the paper you wish to copy onto: Paper Tray, Bypass Tray or Large Capacity Tray (LCT).

Reference

See ⇒ P.59 *"Copying From The Bypass Tray"*.

Limitation

❒ The machine cannot auto-select trays that you have designated as "Thin" or "Special Paper" using the Special Paper Indication function. Therefore, if all trays designated as "Thin" or "Special Paper", the Auto Paper Select function is not available. Refer to the "Paper Size Setting" section of the "System Settings" manual for more details.

Note

❒ When you use Auto Paper Select, refer to the following table for possible copy paper sizes and directions. (if the ratio is 100 %)

❖ **Metric version**

Where original is set	Paper size and direction
Exposure glass	A3 ▭, B4 ▭, A4 ▯▭, B5 ▯▭, $8^1/_2$" × 13" ▭ *1
Document feeder	A3 ▭, B4 ▭, A4 ▯▭, B5 ▯▭, A5 ▯▭, B6 ▯▭, 11" × 17" ▭, 11" × 15" ▭, $8^1/_2$" × 11" ▯▭, $8^1/_2$" × 13" ▭ *1

*1 You can select from $8^1/_2$" × 13", $8^1/_4$" × 13" and 8" × 13" using the user tool (system settings). See "<F/F4> Size Setting" of the "System Settings" manual.

❖ **Inch version**

Where original is set	Paper size and direction
Exposure glass	11" × 17" ▭, $8^1/_2$" × 14" ▭, $8^1/_2$" × 11" ▯▭
Document feeder	A4 ▯▭, 11" × 17" ▭, 11" × 15"▭, $8^1/_2$" × 14" ▭, $8^1/_2$" × 11" ▯▭, $5^1/_2$" × $8^1/_2$"▯▭, $8^1/_2$" × 13" ▭ *1

*1 You can select from $8^1/_2$" × 13", $8^1/_4$" × 13" and 8" × 13" using the user tool (system settings). See "<F/F4> Size Setting" of the "System Settings" manual.

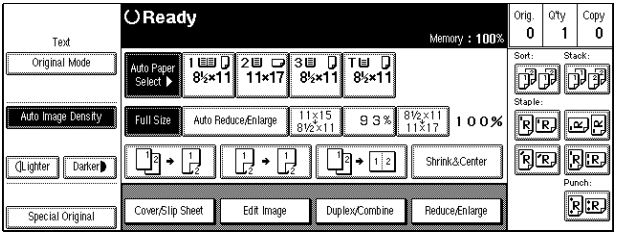
❒ For some originals, the original size might not be detected correctly. See ⇒ P.19 *"Sizes Difficult To Detect"*.

❒ When you set special paper, such as recycled paper, in the paper tray, you can have the kind of paper shown on the display. See "Bypass Tray: Special Paper Indication" of the "System Settings" manual.

1 Select the copy paper.

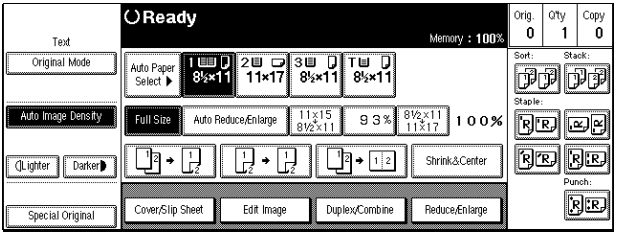
Auto Paper Select

❶ **Make sure that the [Auto Paper Select] key is selected.**



Manual Paper Select

❶ **Select the paper tray, bypass tray or LCT.**

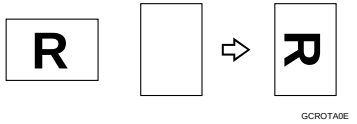


Note

❒ When selecting the bypass tray, open the bypass tray.

Rotated Copy

If the direction in which your original is set (landscape or portrait) is different from the paper you are copying onto, this function rotates the original image by 90° and fits it on the copy paper. This function works when Auto Paper Select or Auto Reduce/Enlarge are selected. See ⇒ P.39 *"Auto Paper Select"* and ⇒ P.43 *"Auto Reduce/Enlarge—Having The Machine Choose The Reproduction Ratios"*.

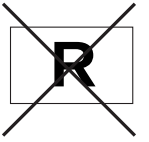
Original orientation	Paper orientation	Rotates the image and copies it
		

2

Limitation

❒ You cannot use the Rotated Copy function with Auto Paper Select if the Auto Tray Switching setting in the user tools is set to "NO". Refer to the "Auto Tray Switching" section of the "System Settings" manual.

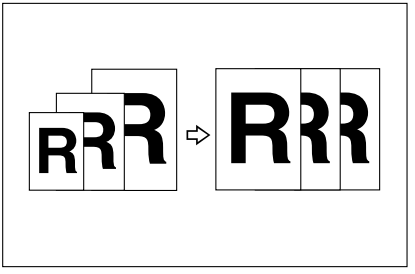
❒ You cannot use the Rotated Copy function when enlarging onto $8^1/_2$" × 14" or 11" × 17" size paper. In this case, set your original in the landscape direction.

	Original Size and Direction			Copy Paper Size and Direction	
You cannot rotate:	$8^1/_2$"× 11" or $5^1/_2$"× $8^1/_2$"	GCROTA1E	when enlarging to →	$8^1/_2$"× 14" or 11"×17"	 GCROTA2E
However, you can rotate:	$8^1/_2$"× 11" or $5^1/_2$"× $8^1/_2$"	GCROTA3E	when enlarging to →	$8^1/_2$"× 14" or 11"×17"	GCROTA4E

❒ You cannot use the Rotated Copy function when "Top Slant" or "2 Staples" is selected for stapling or if Punch function is selected. If you try, a "Check paper size and direction" message is displayed. See ⇒ P.51 *"Staple"* and ⇒ P.56 *"Punch"*.

Auto Reduce/Enlarge—Having The Machine Choose The Reproduction Ratios

The machine can choose an appropriate reproduction ratio based on the paper and original sizes you select.



Limitation

❒ You cannot use the bypass tray with this function.

Note

❒ When you use Auto Reduce/Enlarge, refer to the following table for possible original sizes and directions:

❖ **Metric version**

Where original is set	Original size and direction
Exposure glass	A3 ⬓, B4 ⬓, A4 ⬓⬓, B5 ⬓⬓, $8^1/_2$" × 13" ⬓ *1
Document feeder	A3 ⬓, B4 ⬓, A4 ⬓⬓, B5 ⬓⬓, A5 ⬓⬓, B6 ⬓⬓, 11" × 17" ⬓, 11" × 17" ⬓, $8^1/_2$" × 11" ⬓⬓, $8^1/_2$" × 13" ⬓ *1

*1 You can select from $8^1/_2$" × 13", $8^1/_4$" × 13" and 8" × 13" using the user tool (system settings). See "<F/F4> Size Setting" of the "System Settings" manual.

❖ **Inch version**

Where original is set	Original size and direction
Exposure glass	11" × 17" ⬓, $8^1/_2$" × 14" ⬓, $8^1/_2$" × 11" ⬓⬓
Document feeder	A4 ⬓⬓, 11" × 17" ⬓, 11" × 15" ⬓, $8^1/_2$" × 14" ⬓, $8^1/_2$" × 11" ⬓⬓, $5^1/_2$" × $8^1/_2$" ⬓⬓, $8^1/_2$" × 13" ⬓ *1

*1 You can select from $8^1/_2$" × 13", $8^1/_4$" × 13" and 8" × 13" using the user tool (system settings). See "<F/F4> Size Setting" of the "System Settings" manual.

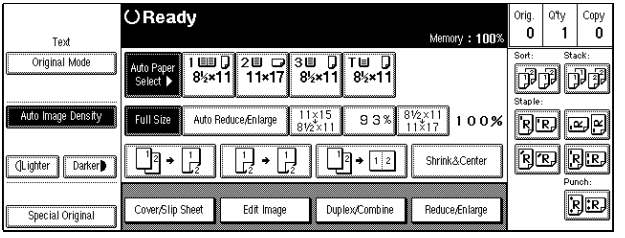
❒ The reproduction ratios the machine will select are 32–400 %.

❒ For some originals, the original size might not be detected correctly. See ⇒ P.19 *"Sizes Difficult To Detect"*.

❒ You can set originals of different sizes in the document feeder at a time. See ⇒ P.33 *"Mixed sizes mode"*.

2

1 **Touch the [Auto Reduce/Enlarge] key.**



2 **Select the paper tray.**

Sort/Stack/Staple

The machine can scan your originals into memory and automatically sort the copies.

❖ **Sort**

- Sort
- Rotate Sort (This mode cannot be selected when the Finisher is installed.)

❖ **Stack (optional finisher required)**

- Stack
  (the optional finisher required)

❖ **Staple (the optional finisher required)**

- Top

- Top Slant

- Bottom

- 2 Staples

Limitation

❒ Once copying has started, the only copy setting you can change is Image Density.

❒ You cannot use the bypass tray with this function.

Note

❒ The maximum tray capacity is as follows. When the number of copies exceeds the tray capacity, remove copies from the tray.

❖ **Metric version**

Output tray	• B4 or larger: 250 sheets (80 g/m^2) • A4 or smaller: 500 sheets (80 g/m^2)
Finisher	Proof tray (Without punch): • B4 or larger: 50 sheets (80 g/m^2) • A4 or smaller: 250 sheets (80 g/m^2)
	Shift tray (Without punch): • Except A4: 1,500 sheets (80 g/m^2) • A4: 3,000 sheets (80 g/m^2)

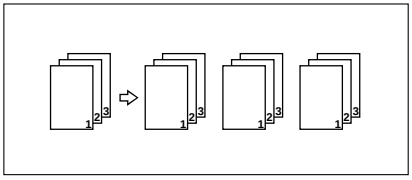
❖ **Inch version**

Output tray	• $8^1/_2$" × 14" or larger: 250 sheets (20 lb) • $8^1/_2$" × 11" or smaller: 500 sheets (20 lb)
Finisher	Proof tray (Without punch): • $8^1/_2$" × 14" or larger: 50 sheets (20 lb) • $8^1/_2$" × 11" or smaller: 250 sheets (20 lb)
	Shift tray (Without punch): • Except $8^1/_2$" × 11": 1,500 sheets (20 lb) • $8^1/_2$" × 11": 3,000 sheets (20 lb)

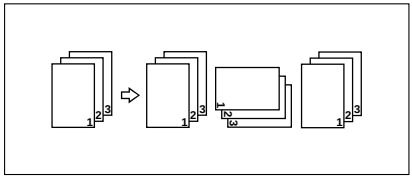
Sort—Sorting Into Sets (123, 123, 123)

Copies can be assembled as sets in sequential order.

❖ **Sort**



❖ **Rotate Sort**



There are two types in the Sort function:

❖ **Sort**

Copies can be assembled as sets in sequential order.

Note

❒ The paper sizes that can be used in Sort function are as follows:

Metric version	A3□, B4□, A4□□, B5□□
Inch version	11" × 17" □, $8^1/_2$" × 14" □, $8^1/_2$" × 11" □□

❒ When the optional finisher is installed, the shift tray moves backward or forward each time the copies of one set or those of each job are delivered, causing the next copy to shift when delivered so that you can tell the division of each set or job.

Reference

For the paper capacity of the optional finisher, see ⇒ P.51 *"Staple"*.

❖ **Rotate Sort**

Every other copy set is rotated by 90°□□ and delivered to the copy tray.

Note

❒ This mode cannot be selected when the optional finisher is installed.

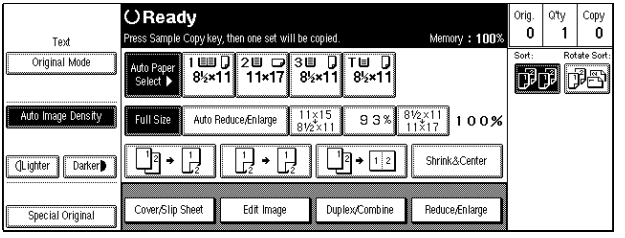
❒ The paper sizes that can be used in Rotate Sort function are as follows:

Metric version	A4 ▯▭, B5 ▯▭
Inch version	$8^1/_2$" × 11" ▯▭

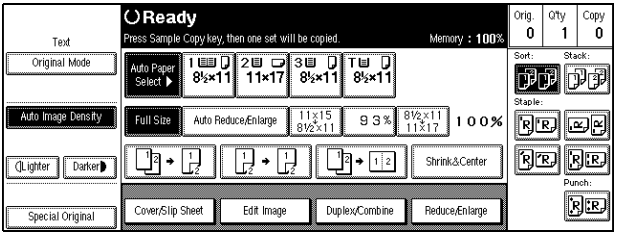
❒ To use the Rotate Sort function, two paper trays identical in size and different in direction (▯▭) are required.

1 **Touch the [Sort] or [Rotate Sort] key.**

❖ **When the finisher is not installed**



❖ **When the finisher is installed**



Note

❒ When the optional finisher is installed, **[Rotate Sort]** is not displayed.

2 **Enter the number of copy sets with the 【Number】 keys.**

Limitation

❒ The maximum number of sets is 999.

3 **Set your originals, then press the 【Start】 key.**

When setting a stack of originals in the document feeder

❶ **Set a stack of originals in the document feeder, then press the 【Start】 key.**
After all the originals are scanned, the copies are delivered to the tray.

Note

❒ The last page should be on the bottom.

❒ If an original is misfed during sorted copying, reset your originals in the document feeder according to the instruction on the display. The display will indicate the number of scanned originals.

When setting an original on the exposure glass or in the document feeder using Batch (SADF) mode

Reference

⇒ P.31 *"Batch (SADF) mode"*.

❶ Set the original, then press the 【Start】 key.

Note

❒ Start with the first page to be copied.

❷ Set the next original, then press the 【Start】 key.

Note

❒ Set the original in the same direction as the first one.

❸ After all originals are scanned, press the 【#】 key.

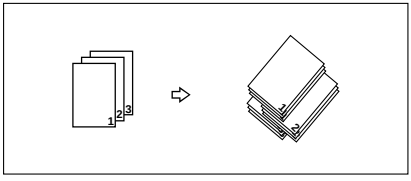
❹ Press the 【Start】 key.

The copies are delivered to the tray.

Stack—Stacking Together All Copies Of A Page (111, 222, 333)

Copies can be assembled with each page set.

❖ Stack



❖ Stack (optional finisher required)

Every other page set is shifted for ease of separation. The shift tray of the finisher provides this function by sliding from side to side.

Note

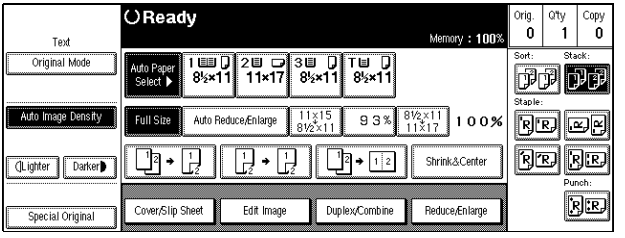
❒ The sizes that can be used in this function are as follows:

Metric version	A3□, B4□, A4□□, B5□□
Inch version	11" × 17" □, $8^1/_2$" × 14" □, $8^1/_2$" × 11"□□

Reference

For the maximum tray capacity of the optional finisher, see ⇒ P.226 *"Finisher (Option)"*.

1 **Touch the [Stack] key.**



2 **Enter the number of copies with the [Number] keys.**

3 **Set your originals.**

When setting a stack of originals in the document feeder

❶ **Set a stack of originals in the document feeder, then press the [Start] key.**

After all the originals are scanned, the copies are delivered to the tray.

Note

❒ The last page should be on the bottom.

When setting an original on the exposure glass or in the document feeder using Batch (SADF) mode

Reference

See ⇒ P.31 *"Batch (SADF) mode"*.

❶ **Set the original, then press the [Start] key.**

Note

❒ Start with the first page to be copied.

❷ **Set the next original, then press the [Start] key.**

Note

❒ Set the original in the same direction as the first one.

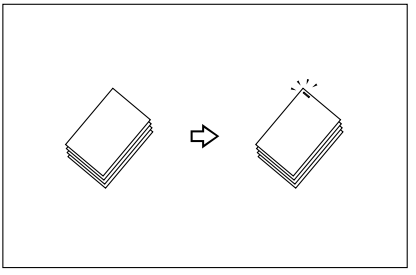
❸ **After all originals are scanned, press the [Start] key.**

The copies are delivered to the tray.

Staple

The optional finisher is required to use this function.

Each copy set can be stapled together.



Limitation

❒ You cannot use the following paper in this function:

- Post cards
- Translucent paper
- OHP transparencies
- Adhesive labels
- Curled paper
- Low stiffness paper
- Paper of different sizes

Note

❒ For this mode, the following limitation applies. When the number of copies exceeds the tray capacity, copying stops. In this case, remove the copies from the shift tray and then resume copying.

❖ **Metric version**

	With finisher
Paper size	A3⬓, B4⬓, A4⬒⬓, B5⬒⬓
Stapler capacity	(without punch) • A4 or smaller: 50 sheets (80 g/m^2) • B4 or larger: 30 sheets (80 g/m^2)
Shift tray capacity (A4⬒) *1	3,000 sheets (80 g/m^2)

*1 Depending on the number of sheets to be stapled and whether sheets have punch holes or not, the maximums tray capacity might be reduced.

❖ **Inch version**

	With finisher
Paper size	11" × 17"⧉, 8 1/2" × 14"⧉, 8 1/2" × 11"⧉⧉, 5 1/2" × 8 1/2"⧉⧉
Stapler capacity	(without punch) • 8 1/2" × 11" or smaller: 50 sheets (20 lb) • 8 1/2" × 14" or larger: 30 sheets (20 lb)
Shift tray capacity (8 1/2" × 11"⧉) *1	3,000 sheets (20 lb)

*1 Depending on the number of sheets to be stapled and whether sheets have punch holes or not, the maximums tray capacity might be reduced.

❒ In the following cases, the copies will be delivered to the shift tray without stapling.
- When the number of copies for one set is over the stapler capacity.
- When memory reaches 0 % during copying.

❒ When you select Staple, Sort mode is automatically selected.

Reference

If you want to add staples, see ⇒ P.185 "*Adding Staples*".

When staple is jammed, see ⇒ P.188 "*Removing Jammed Staples*".

Stapling position and original setting

When there is copy paper that is identical in size and direction as your original, stapling positions are as follows:

		Original setting			Stapling position
			Exposure glass	Document Feeder	
STAPLEAE	Top				
*1 STAPLEBE	Top Slant				
STAPLECE	Bottom				
*1 STAPLEDE	2 Staples				

*1 Original images are not rotated. When selecting these stapling positions, set the originals in the same direction as copy paper is set.

Note

❒ You cannot change stapling positions during copying.

❒ When the original image is rotated, the stapling direction turns by 90°.

❒ With **[Top]** or **[Bottom]** selected at the stapling position, if no paper oriented in the same direction as the original is available, the image will be rotated and the paper of the same size as the original but oriented in the different direction will be selected.

❒ The maximum original image size that can be rotated is as follows:

Metric version	A4
Inch version	$8^1/_2" \times 11"$

❒ You cannot use the Rotated Copy function when "Top Slant" or "2 Staples" is selected. If you try, a "Check paper size and direction" message is displayed.

1 Select one of four stapling positions.

2 Enter the number of copy sets with the 【Number】 keys.

3 Set your originals, then press the 【Start】 key.

When setting a stack of originals in the document feeder

❶ Set a stack of originals in the document feeder, then press the 【Start】 key.

After all the originals are scanned, the copies are delivered to the tray.

Note

❒ The last page should be on the bottom.

When setting an original on the exposure glass or in the document feeder using Batch (SADF) mode

Reference

See ⇒ P.31 *"Batch (SADF) mode"*.

❶ Set the original, then press the 【Start】 key.

Note

❒ Start with the first page to be copied.

❷ Set the next original, then press the 【Start】 key.

Note

❒ Set the original in the same direction as the first one.

❸ After all originals are scanned, press the 【#】 key.

❹ Press the 【Start】 key.

The copies are delivered to the tray.

To stop scanning

When you are using the Sort, Stack, or Staple function, the originals are scanned into memory.

1 Press the [Clear/Stop] key.

To resume scanning

❶ Touch the [No] key.

Scanning is resumed.

Note

❒ Scanned images in memory are not cleared.

To clear scanned images of the originals

❶ Touch the [Yes] key.

Scanning is stopped with the images cleared.

When memory reaches 0 %

Scanning will be stopped if the size of scanned image data exceeds memory capacity.

Note

❒ There is enough memory to store approximate 200 to 650 originals of A4, $8\frac{1}{2}" \times 11"$ size. The number of originals that can be stored in memory varies depending on the memory setting and original type.

Reference

Scanning will stop when memory reaches 0 % during sorted copying. However, you can change this setting so that all the scanned pages are copied and delivered to the tray first, then the machine automatically continues scanning the remaining originals. See "Memory Full Auto Scan Restart" in ⇒ P.210 *"Input Output"*.

1 Press the [Start] key.

The scanned pages are delivered to the tray. Then, the image data in memory is cleared.

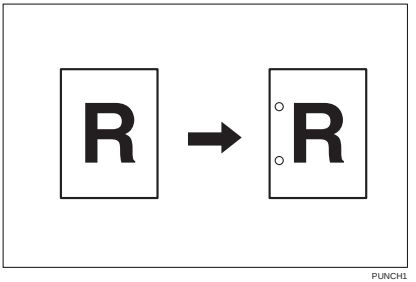
2 Remove the copies and continue copying by following the instructions on the display.

Punch

The optional finisher and punch kit are required to use this function.

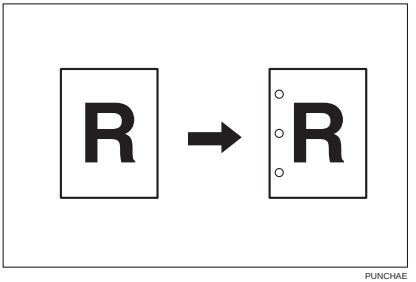
The function is used to make punch holes in copies.

❖ **2 holes version**



PUNCH1

❖ **3 holes version**



PUNCHAE

Limitation

❒ You cannot use the Rotated Copy function if Punch function is selected. If you try, a "Check Paper size and direction" message is displayed. In this case, set your original in the same direction (landscape or portrait) as the copy paper.

Note

❒ Original setting directions and punch hole positions are as shown below.

❖ **Original setting directions and punch hole positions**

	Original setting direction			Punch hole positions
		Exposure glass	Document feeder	
2 holes				
3 holes				

❒ Punchable paper sizes are as follows:

Metric version	A3, B4, A4, B5, A5
Inch version	11" × 17", $8^1/_2$" × 14", $8^1/_2$" × 11"

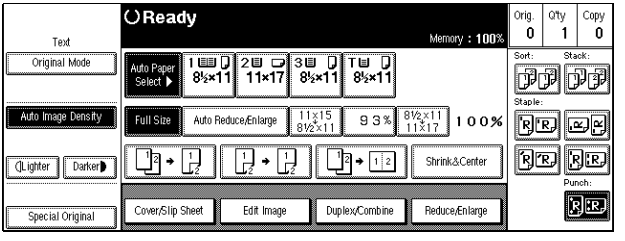
❒ Since punch holes are made in each copy, the punch hole positions vary slightly.

❒ The punch hole positions change according to the direction of the paper selected.

Reference

If the punch waste box is full, see ⇒ P.191 *"Removing Punch Waste"*.

1 **Touch the [Punch] key.**



Note

❒ When stapling copies, also select a stapling position. See ⇒ P.51 *"Staple"*.

2 **Set your originals, then press the [Start] key.**

Copying From The Bypass Tray

Use the bypass tray to copy onto OHP transparencies, adhesive labels, translucent paper, post cards, and copy paper that cannot be set in the paper tray.

Limitation

❒ When copying several originals using the bypass tray, copies are delivered face-up ("Face Up Exit") and in reverse order by default.

❒ Only change the setting to "Face Down Exit" if you are using high quality copy paper with a weight of 52 – 105 g/m^2 (14 – 28 lb). See "Face-up/Down Selection in Bypass Mode" in ⇒ P.212 *"Count Manager"*.

❒ If you try and have copies delivered face-down when copying onto other types of paper or adhesive labels, a paper jam may occur.

Note

❒ If you select "Face Down Exit" when only one original is set on the exposure glass or in the document feeder, you must set the "Face-Up/Down Selection in Bypass Mode" setting to "Face Down Exit" and the "Face Up/Down Selection in Platen Mode" setting to "Face Down Exit" with the User Tools. See "Face Up/Down Selection in Bypass Mode" in ⇒ P.212 *"Count Manager"* and "Face Up/Down Selection in Platen Mode" in ⇒ P.210 *"Input Output"*.

❒ The machine can automatically detect the following sizes as standard size copy papers:

Metric version	A3□, A4□, A5□, 8 1/2" × 13"□
Inch version	A3□, 11" × 17"□, 8 1/2" × 14"□, 8 1/2" × 11"□, 5 1/2" × 8 1/2" □

❒ If you do not use the standard size copy paper, you should input vertical and horizontal dimensions. The sizes that you can input are as follows:

Metric version	• Vertical: 100 – 300 mm • Horizontal: 148 – 432 mm
Inch version	• Vertical: 4.0" – 11.7" • Horizontal: 6.0" – 17.0"

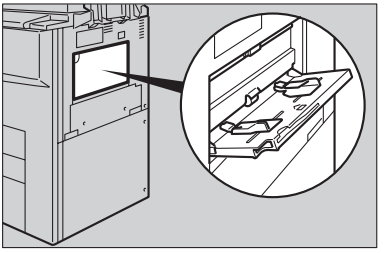
❒ To make copies onto OHP transparencies or thick paper exceeding 104.7 g/m^2, 28 lb, specify the paper type in ⇒ P.62 *"When copying onto OHP transparencies or thick paper"*.

Reference

For details about paper capacity of the bypass tray, see ⇒ P.21 *"Copy Paper"*.

2

1 **Open the bypass tray.**



TSPH070E

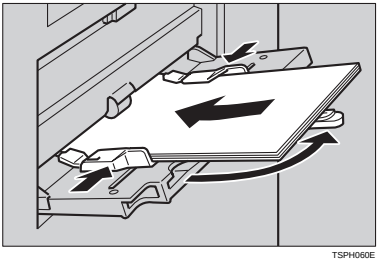
2 **Adjust the guides to copy paper size.**

Important

❒ If the guides are not flush with the copy paper, a skew image or paper misfeeds might occur.

3 **Lightly insert the copy paper face up until the beeper sounds.**

The ≡ indicator on the display is automatically selected.



TSPH060E

Note

❒ The face side of the paper set is copied on.

❒ Do not stack paper over the limit mark; otherwise a skew image or paper misfeeds might occur.

❒ If the beeper is turned off, lightly insert the copy paper until it stops. See "Operation Panel Beeper" of the "System Settings" manual.

❒ When the document feeder is open, set the direction of the copy paper to ▭.

❒ Swing out the extender to support larger size copy paper larger than A4▭, $8^1/_2" \times 11"$▭.

❒ Fan paper to get air between the sheets and avoid a multi-sheet feed.

❒ Before setting, adjust the paper if curled or warped.

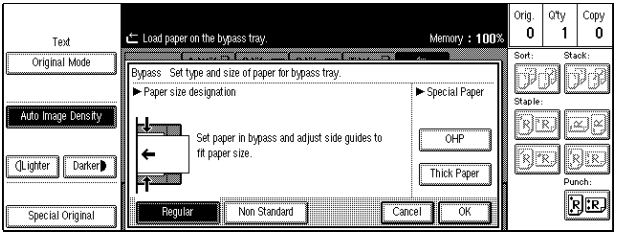
When copying onto size-unreadable standard size paper and non-standard size special paper

Important

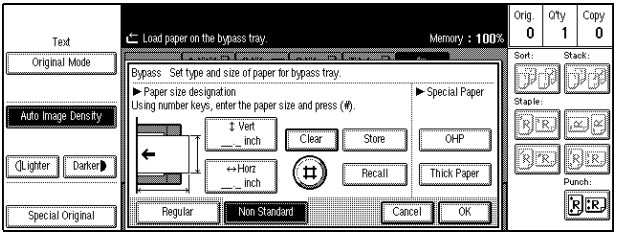
❒ You should specify the size of copy paper to avoid paper misfeeds.

❶ **Press the 【#】 key.**

❷ **Touch the [Non Standard] key.**



❸ **Touch the [Vert inch] key and enter the vertical size of the paper with the 【Number】 keys, then press the 【#】 key.**



Note

❒ To change the number entered, press the 【Clear/Stop】 key and enter the new number.

❹ **Touch the [Horz inch] key and enter the horizontal size of the paper with the 【Number】 keys, then press the 【#】 key.**

Note

❒ To change the number entered, press the 【Clear/Stop】 key and enter the new number.

❺ **To register the non-standard size entered, touch the [Store] key.**

Note

❒ Only one non-standard size can be stored.

❒ To recall the non-standard size stored, touch the **[Recall]** key.

❻ **Touch the [OK] key.**

4 **Set your originals, then press the 【Start】 key.**

When copying onto OHP transparencies or thick paper

To make copies onto OHP transparencies or thick paper, you need to specify the paper type.

Limitation

❒ When you select "OHP" or "Thick Paper", copy paper is delivered face-up even if you have set the "Face Up/Down Selection in Bypass Mode" setting to "Face Down Exit." See "Face-Up/Down Selection in Bypass Mode" in ⇒ P.212 *"Count Manager"*.

Note

❒ Select **[Thick Paper]** if the paper weight is more than 104.7 g/m^2 , 28 lb.

1 Open the bypass tray, and adjust the guides to the paper size.

Important

❒ If the guides are not flush with the copy paper, a skew image or paper misfeeds might occur.

2 Lightly insert the OHP transparencies or thick paper face up until the beeper sounds.

The ≡ indicator on the display is automatically selected.

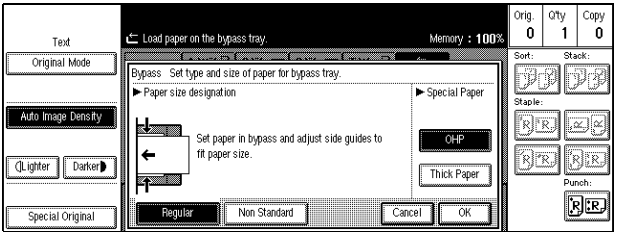
Note

❒ When you set a OHP transparencies, make sure that its front and back faces are properly positioned.

❒ To avoid paper misfeeds, shuffle a stack of paper before setting it in the tray.

3 Press the 【#】 key.

4 Select [OHP] or [Thick Paper].



5 Touch the [OK] key.

6 Set your originals and press the 【Start】 key.

Important

❒ When copying onto OHP transparencies, remove copied sheets one by one.

Program—Storing Your Copy Settings In Memory

You can store frequently used copy job settings in machine memory, and recall them for future use.

2

❖ **Storing Your Settings**
You can store your settings you frequently use.

❖ **Deleting A Program**
You can delete a stored program.

❖ **Recalling A Program**
You can recall a stored program.

Note

❒ You can store up to ten programs.

❒ You can select the standard mode or program No. 10 as the mode to be set when modes are cleared or reset is made, or immediately after the operation switch is turned on.

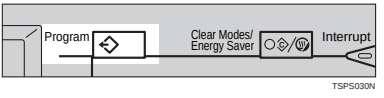
❒ Paper settings are stored based on paper size. So if you place more than one paper tray of a same size, the paper tray prioritized with the user tools will be selected first. See "Paper Tray Priority" in ⇒ P.198 *"General Features 1/3"*.

❒ Programs are not cleared by turning the power off or by pressing the **【Clear Modes/Energy Saver】** key. They are canceled only when you delete or overwrite them with another program.

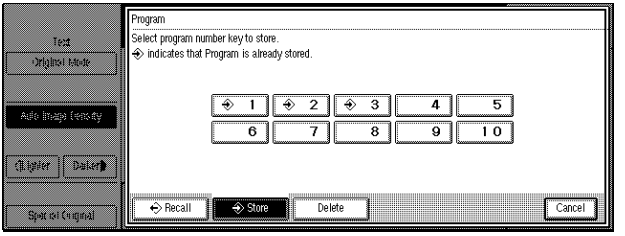
Storing Your Settings

1 **Edit the copy settings so that all functions you want to store in this program are selected.**

2 **Press the 【Program】 key.**



3 **Touch the [Store] key.**



4 **Touch the program number you want to store.**

When the settings are successfully stored, the ◈ indicator appears.

Note

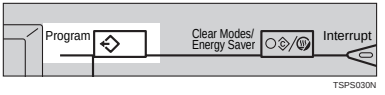
❒ Program numbers with ◈ already have settings in them.

❒ If this program number is already being used, the machine will ask you if you wish to overwrite it - Touch the **[Yes]** or **[No]** key.

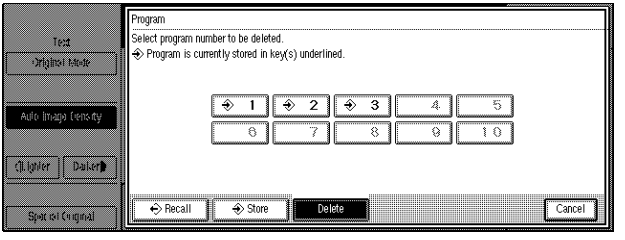
Deleting A Program

You can delete a stored program.

1 **Press the 【Program】 key.**

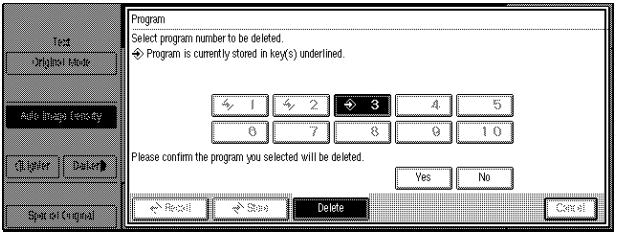


2 **Touch the [Delete] key.**



3 **Touch the program number you want to delete.**

4 **Touch the [Yes] key.**



Note

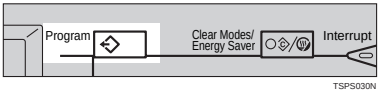
❒ To cancel the deletion, touch the **[No]** key.

5 **To delete another program, repeat steps 3 and 4.**

Recalling A Program

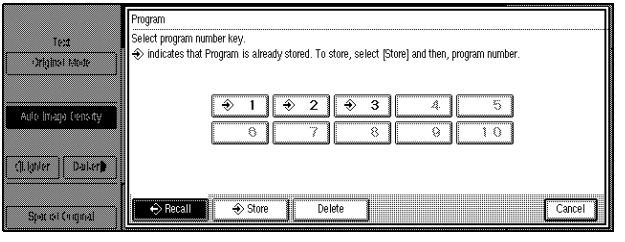
You can recall a stored program.

1 **Press the 【Program】 key.**



2 **Touch the program number you want to recall.**

The stored settings are displayed.



Note

❒ Only programs with ◈ contain a program.

3 **Set your originals, then press the 【Start】 key.**

Other Functions

Energy Saver Mode—Saving Energy

If you do not operate the machine for a certain period after copying, or when you press and hold the 【Clear Modes/Energy Saver】 key for more than one second, the display disappears and the machine enters Energy Saver mode. When you press the 【Clear Modes/Energy Saver】 key again, when the originals are set in the document feeder, or when the document feeder is opened, the machine returns to the ready condition. In Energy Saver mode, the machine uses less electricity.

The Energy Saver mode makes a two-step reduction in electricity: one for the period up to the time set for Low Power mode, the other for the period after that time.

Note

❒ If you press the 【Clear Modes/Energy Saver】 key during the operation, the current settings will be cleared.

Reference

See "Low Power Timer" of the "System Settings" manual.

Interrupt—Temporarily Stopping One Job To Copy Something Else

Use this function if you wish to interrupt a long copy job to make urgently need copies.

Note

❒ The procedure for making interrupt copies depends on which kind of operation the machine is currently carrying out.

While a document is being fed

1 Press the 【Interrupt】 key.

The Interrupt key lights up and copying stops.

2 Remove the originals that were being copied and set the originals you wish to copy.

3 Press the 【Start】 key.

The machine starts making your copies.

4 When your copy job is finished, remove your originals and copies.

5 **Press the 【Interrupt】 key again.**

The Interrupt key indicator goes out.

6 **Replace the originals that were being copied before.**

7 **Press the 【Start】 key.**

The previous copy job settings will be restored and the machine will continue copying from where it left off.

Interrupting during copying after all originals have been fed

1 **Press the 【Interrupt】 key.**

The interrupt key lights up.

Note

❒ Copying will not stop yet.

2 **Set your original.**

3 **Press the 【Start】 key.**

The machine stops the original job and starts copying your original.

4 **When copying is complete, remove your originals and copies.**

5 **Press the 【Interrupt】 key again.**

The Interrupt indicator goes out.

The previous copy job settings will be restored and the machine will continue copying from where it left off.

User Codes

If the machine is set to use the User Code function, operators must input their user codes before the machine can be operated. The machine keeps count of the number of copies made under each user code.

Note

❒ When the machine is set for user codes, the machine will prompt you for your user codes after the operation switch is on or the Auto Reset comes into effect.

❒ You can adjust how long the machine waits before switching to the user code input display. See "Auto Reset Timer" in ⇒ P.198 *"General Features 1/3"*.

❒ To prevent others from making copies using your user code, press the **【Clear Modes/Energy Saver】** and **【Clear/Stop】** keys simultaneously after copying.

Reference

For user code setting, see "Settings You Can Change With The User Tools" of the "System Settings" manual.

For registering, changing and deleting user codes, see ⇒ P.212 *"Count Manager"*.

Auto Start—Entering Copy Job Settings During The Warm-up Period

If you press the 【Start】 key during the warm-up period, the 【Start】 key will blink, and your copies will be made as soon as warm-up finishes.

1. **Make any adjustments to copy settings during the warm-up period.**
2. **Set your originals.**
3. **Press the 【Start】 key.**

   Copying automatically starts when the 【Start】 key indicator alternately flashes red and green and the machine is ready for copying.

Note

❒ To cancel Auto Start, press the 【Clear/Stop】 key.

❒ With "Individual Input/Output Operation" set to "Yes", originals are scanned even if the paper has run out or paper jamming has occurred. Supply paper or remove the jammed paper so that copying will automatically start without pressing the start key.

Reference

See "Individual Input/Output Operation" and "Next Job Scan Start" in ⇒ P.210 *"Input Output"*.

Original Beeper

The beeper sounds and an error message is displayed when you leave your originals on the exposure glass after copying.

Note

❒ You can adjust when the beeper sounds with the "Auto Response (Human) Sensor" setting:

- If set to "YES", the beeper sounds as soon as you leave the machine after copying.
- If set to "NO", the beeper sounds 2 seconds after copying. Refer to the "Auto Response (Human) Sensor" setting of the "System Settings" manual.

❒ To cancel this function, see "Original Beeper" in ⇒ P.201 *"General Features 2/3"*.

Next Job—Presetting Next Copy Job During A Copy Run

You can preset the next copy job during copying.

After copying, the next copying automatically starts.

1. **Touch the [Next Job] key.**

2. **Set the next copy job and touch the [OK] key.**

Note

❒ To cancel the job during setting, touch the **[Cancel]** key.

3. **Set the originals in the document feeder and press the [Start] key.**

The originals placed are scanned.

After copying, the next job automatically starts.

Note

❒ You can proceed to the first set copy job page when you touch [Current Job Status], and to the next set copy job when you touch the [Next Job Status] key. See "Next Job Scan Start" in ⇒ P.210 *"Input Output"*.

Sample Copy—Checking Output Quality Before Making A Long Copy Run

Before making copies, you can check the finish by making one copy first.

Limitation

❒ This function can be used only when the Sort function has been set.

1. **Set the functions to be used with the Sort function, enter the number of copies to be made.**

2. **Set the originals.**

3. **Press the [Sample Copy] key.**

One copy is delivered for proof copying.

4. **The finish check page is displayed. After checking the finish, touch the [Yes] key if the sample is acceptable.**

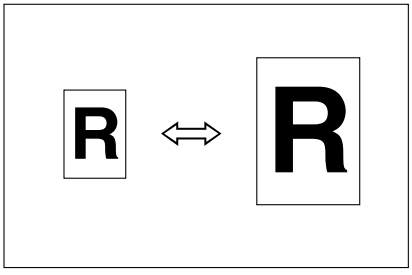
The number of copies is made excluding the one copy for proof copying.

Note

❒ If you touch **[No]** after checking the finish, return to step 1 where you can set the Staple, Punch or density adjustment function again.

Preset Reduce/Enlarge—Reducing And Enlarging Using Preset Ratios

You can select a preset ratio for copying.



Note

- ❒ You can select one of 12 present ratios (5 enlargement ratios, 7 reduction ratios).
- ❒ Use "Shrink & Center" to reduce the image to 93 % of its original size with the center as reference. You can register this function in a shortcut key in the initial display.
- ❒ You can change the preset ratios to other ratios you frequently use. See ⇒ P.204 *"Reproduction Ratio 1/2"*.
- ❒ You can set and display three kinds of ratio in the initial display. See "Shortcut R/E" in ⇒ P.201 *"General Features 2/3"*.
- ❒ You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.
- ❒ Copies can be reduced or enlarged as follows:

❖ Metric version

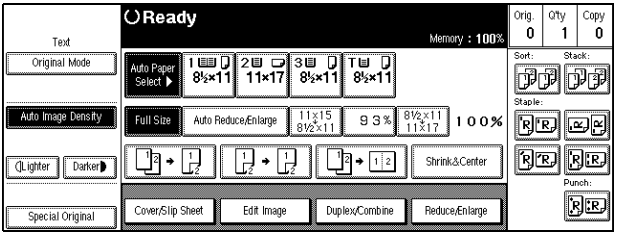
Ratio (%)	Original → Copy paper size
400 (enlarge area by 16)	--
200 (enlarge area by 4)	A5→A3
141 (enlarge area by 2)	A4→A3, A5→A4
122	F→A3, A4→B4
115	B4→A3
93	--
82	F→A4, B4→A4
75	B4→F4, B4→F

Ratio (%)	Original → Copy paper size
71 (reduce area by $^1/_2$)	A3→A4, A4→A5
65	A3→F
50 (reduce area by $^1/_4$)	A3→A5, F→A5

❖ **Inch version**

Ratio (%)	Original → Copy paper size
400 (enlarge area by 16)	--
200 (enlarge area by 4)	$5^1/_2" \times 8^1/_2" \rightarrow 11" \times 17"$
155 (enlarge area by 2)	$5^1/_2" \times 8^1/_2" \rightarrow 8^1/_2" \times 14"$
129	$8^1/_2" \times 11" \rightarrow 11" \times 17"$
121	$8^1/_2" \times 14" \rightarrow 11" \times 17"$
93	--
85	$F \rightarrow 8^1/_2" \times 11"$
78	$8^1/_2" \times 14" \rightarrow 8^1/_2" \times 11"$
73	$11" \times 15" \rightarrow 8^1/_2" \times 11"$
65	$11" \times 17" \rightarrow 8^1/_2" \times 11"$
50 (reduce area by $^1/_4$)	$11" \times 17" \rightarrow 5^1/_2" \times 8^1/_2"$

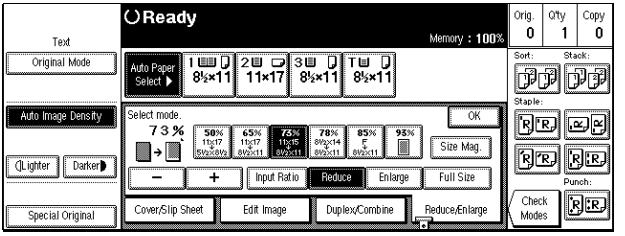
1 **Touch the [Reduce/Enlarge] key.**



Note

❒ To select a preset ratio in the initial display, directly touch the shortcut reduce/enlarge key and proceed to step **5**.

2 **Select [Enlarge] or [Reduce].**



Note

❒ You can specify which of **[Reduce]**, **[Enlarge]** and **[Input Ratio]** is to be given priority and displayed when the **[Reduce/Enlarge]** key is touched. See "R/E Priority" in ⇒ P.201 *"General Features 2/3"*.

3 **Select a ratio.**

Note

❒ You can specify the reduce/enlarge ratios of the keys displayed when the **[Reduce/Enlarge]** key is touched, followed by **[Enlarge]** or **[Reduce]**. See "Enlarge" in ⇒ P.204 *"Reproduction Ratio1/2"* and "Reduce" in ⇒ P.204 *"Reproduction Ratio2/2"*.

4 **Touch the [OK] key.**

5 **Set your originals, then press the 【Start】 key.**

Shrink&Center mode

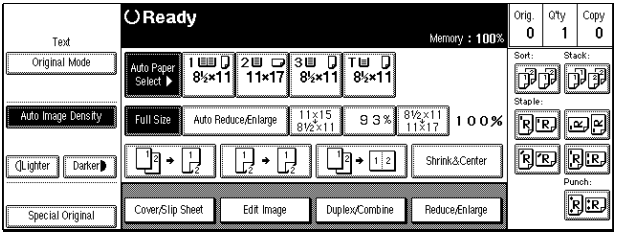
Use Shrink & Center mode to reduce the image by 93 % of its original size with the center position as reference. You can register this function in a shortcut key in the initial display.

Note

❒ For storing "Shrink&Center", see "Shortcut Keys" in ⇒ P.203 *"General Features 3/3"*.

❒ You can change the Reduce/Enlarge ratio for "Shrink&Center". See "Shrink&Center" in ⇒ P.203 *"General Features 3/3"*.

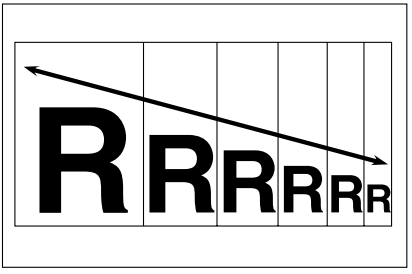
1 **Touch the [Shrink&Center] key displayed in the initial display.**



2 **If you do not wish to combine it with the Reduce/Enlarge function, set your originals, then press the 【Start】 key.**

Zoom—Reducing And Enlarging In 1 % Steps

You can change the reproduction ratio in 1 % steps.



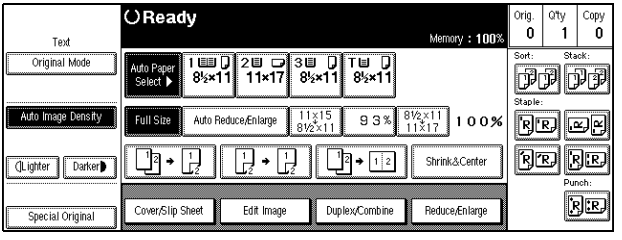
Note

❒ The following ratios can be selected:
- Metric version: 32 – 400 %
- Inch version: 32 – 400 %

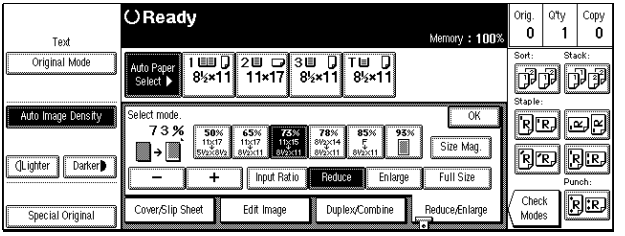
❒ You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.

❒ You can select a preset ratio which is near the desired ratio, then adjust the ratio with the **[+]** or **[−]** key.

1 **Touch the [Reduce/Enlarge] key.**

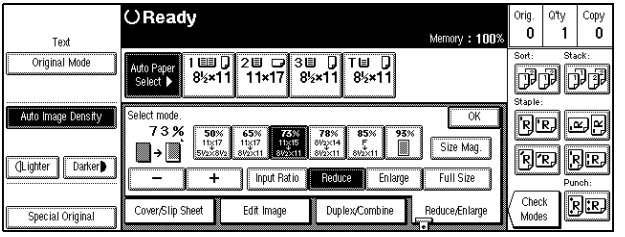


2 **Enter the ratio.**



When using the [+] or [−] key

❶ Select a preset ratio which is close to the desired ratio by using [Reduce] or [Enlarge].



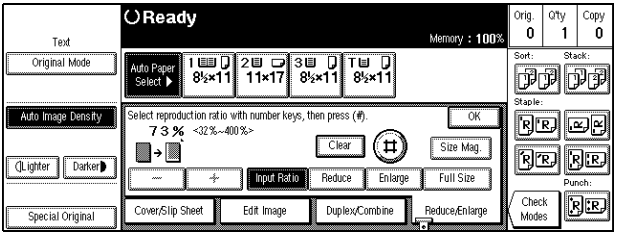
❷ Enter the desired reproduction ratios with the [+] or [−] key.

Note

❒ To change the ratio in 1 % steps, just touch the **[+]** or **[−]** key. To change the ratio in 10 % steps, touch and hold down the **[+]** or **[−]** key.

When using the 【Number】 keys

❶ Touch the [Input Ratio] key.



❷ Enter the desired ratio with the 【Number】 keys.

Note

❒ To change the ratio entered, touch the **[Clear]** key and enter the new ratio.

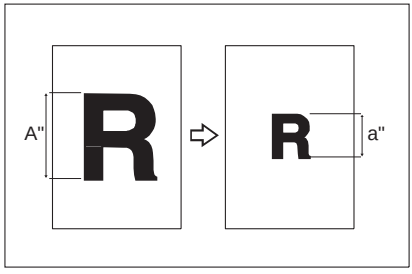
❸ **Touch the [OK] key.**

3 **Set your originals, then press the 【Start】 key.**

2

Size Magnification

You can calculate a ratio from the lengths of the original and copy for enlarging or reducing the copy.



Preparation

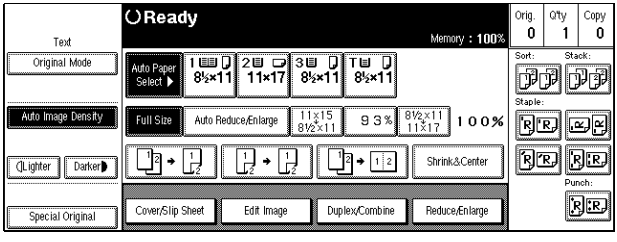
Measure and specify the lengths of the original and copy by comparing "A" with "a."

Note

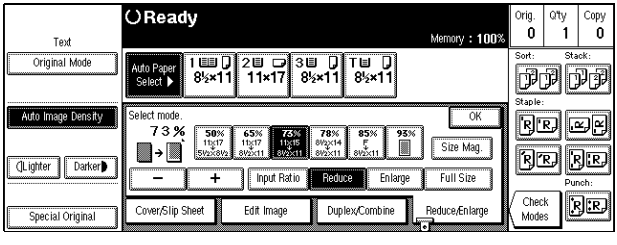
❒ A ratio is selected in the range of 32 to 400 %.

❒ If the calculated ratio is over the maximum or under the minimum ratio, it is corrected within the range of the ratio automatically. However, with some ratios, parts of the image might not be copied or blank margins will appear on copies.

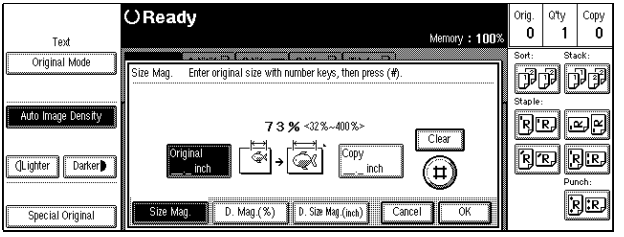
1 **Touch the [Reduce/Enlarge] key.**



2 **Touch the [Size Mag.] key.**



3 **Enter the length of the original with the 【Number】 keys and press the 【#】 key.**



Note

❒ You can enter sizes within the following ranges:

Metric version	1 - 999 mm (in 1 mm steps)
Inch version	0.1" - 99.9" (in 0.1" steps)

❒ To change the length entered, press the 【Clear/Stop】 or **[Clear]** key and enter the new length.

4 **Enter the length of the copy with the 【Number】 keys and press the 【#】 key.**

Note

❒ To change the length entered, press the 【Clear/Stop】 or **[Clear]** key and enter the new length.

❒ To change the length after pressing the 【#】 key, select **[Original]** or **[Copy]** and enter the desired length.

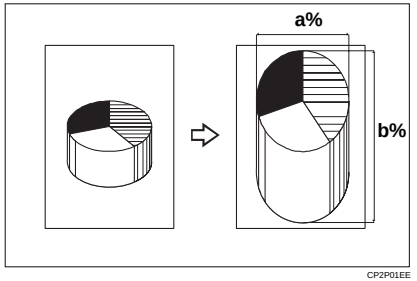
5 **Touch the [OK] key.**

6 **Touch the [OK] key.**

7 **Set your original, then press the 【Start】 key.**

Directional Magnification (%)—Stretching And Squeezing The Image In 1 % Steps

Copies can be reduced or enlarged at different reproduction ratios horizontally and vertically.



Note

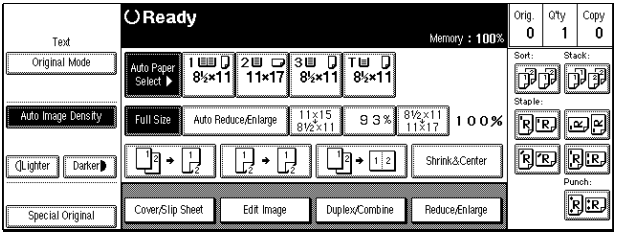
❒ The following ratios can be selected:

- Metric version: 32 – 400 %
- Inch version: 32 – 400 %

❒ You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or blank margins will appear on copies.

❒ You can also select a preset ratio which is close to the desired ratio by using Reduce or Enlarge, then adjust the ratio with the **[+]** or **[−]** key.

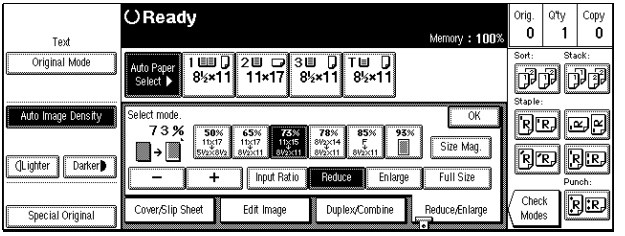
1 **Touch the [Reduce/Enlarge] key.**



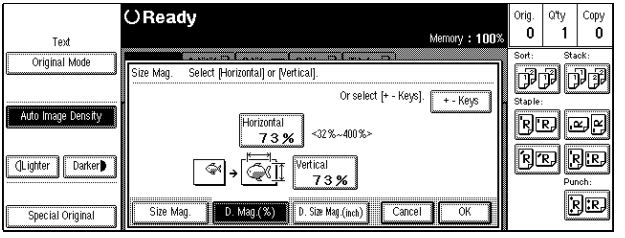
Note

❒ When specifying a ratio with the **[+]** or **[−]** key, select a preset ratio which is close to the desired ratio by using **[Reduce]** or **[Enlarge]**.

2 **Touch the [Size Mag.] key.**



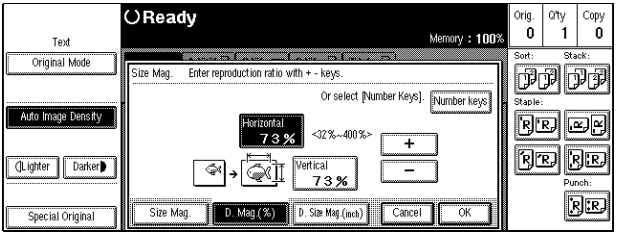
3 **Touch the [D. Mag. (%)] key.**



To specify a ratio with the **[+]** or **[−]** key

❶ **Touch the [+− Keys] key.**

❷ **Touch the [Horizontal] key.**



❸ **Adjust the ratio using the [+] or [−] key.**

Note

❒ Touching the **[+]** or **[−]** key changes the ratio in 1 % steps. Touching and holding down the **[+]** or **[−]** key changes it in 10 % steps.

❒ If you have incorrectly entered the ratio, readjust the ratio with the **[+]** or **[−]** key.

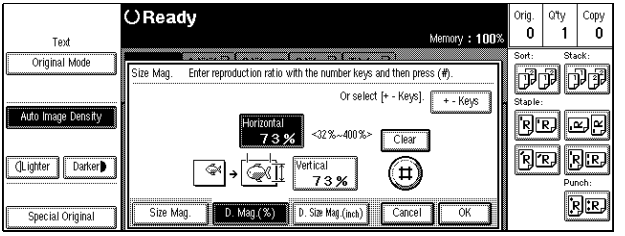
❹ **Touch the [Vertical] key.**

❺ **Adjust the ratio with the [+] or [−] key.**

❻ **Touch the [OK] key.**

When using the 【Number】 keys

❶ **Touch the [Horizontal] key.**



❷ **Enter the desired ratio with the 【Number】 keys, followed by the 【#】 key.**

Note

❒ To change the ratio entered, press the 【Clear/Stop】 key or **[Clear]** and enter the new ratio.

❸ **Touch the [Vertical] key.**

❹ **Enter the desired ratio with the 【Number】 keys, followed by the 【#】 key.**

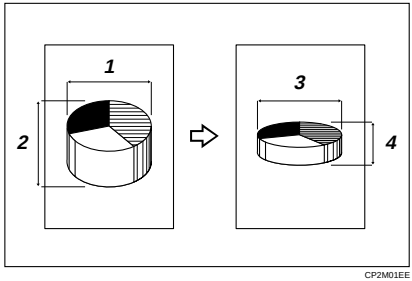
❺ **Touch the [OK] key.**

4 **Touch the [OK] key.**

5 **Set your originals, then press the 【Start】 key.**

Directional Size Magnification (Inch)—Stretching And Squeezing The Image Into The Copy Area

The suitable reproduction ratios will be automatically selected when you enter the horizontal and vertical lengths of the original and copy image you want.



CP2M01EE

1: Horizontal original size

2: Vertical original size

3: Horizontal copy size

4: Vertical copy size

Preparation

Specify the vertical and horizontal sizes of the original and those of the copy, as shown in the illustration.

Note

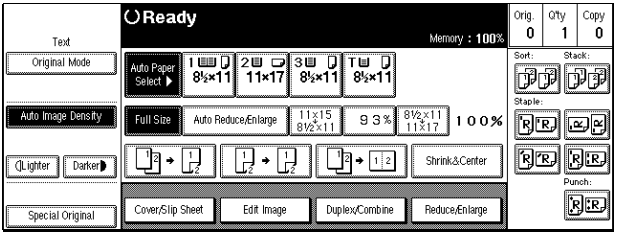
❒ You can enter sizes within the following ranges:

Metric version	1 – 999 mm (in 1 mm steps)
Inch version	0.1" – 99.9" (in 0.1" steps)

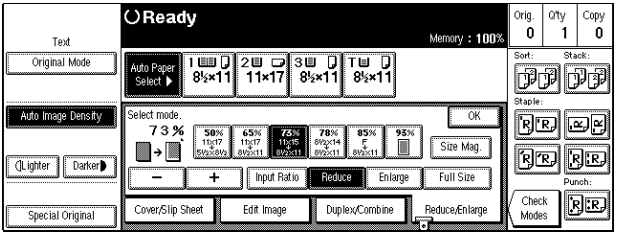
❒ If the calculated ratio is over the maximum or under the minimum ratio, it is corrected within the range of the ratio automatically. However, with some ratios, parts of the image might not be copied or blank margins will appear on copies.

2

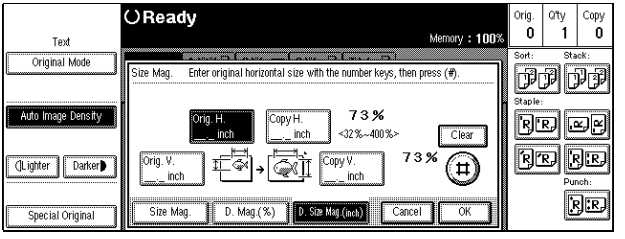
1 **Touch the [Reduce/Enlarge] key.**



2 **Touch the [Size Mag.] key.**



3 **Touch the [D. Size Mag. (inch)] key.**



4 **Enter the horizontal size of the original with the【Number】keys. Then, press the【#】key.**

Note

❒ To change the value entered, press the【Clear/Stop】key or the **[Clear]** key and enter the new value.

5 **Enter the horizontal size of the copy with the【Number】keys. Then, press the【#】key.**

6 **Enter the vertical size of the original with the【Number】keys. Then, press the【#】key.**

7 **Enter the vertical size of the copy with the【Number】keys. Then, press the [OK] key.**

Note

❒ To change the length, touch the place you wish to change and enter the new value.

8 **Touch the [OK] key.**

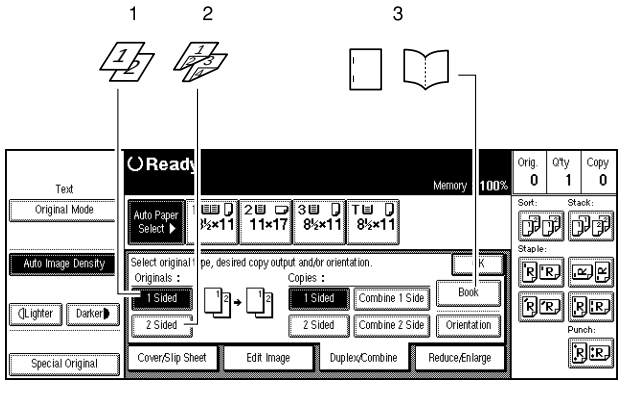
9 **Set your originals, then press the 【Start】 key.**

Operation For Duplex/Combine

You can make copies in a variety of formats by combining the following modes:

- 1 Sided/2 Sided originals
- 1 Sided/2 Sided copies
- Duplex
- Combine
- Book
- Series

1 **Check your originals and select [1 Sided] or [2 Sided] for the originals.**



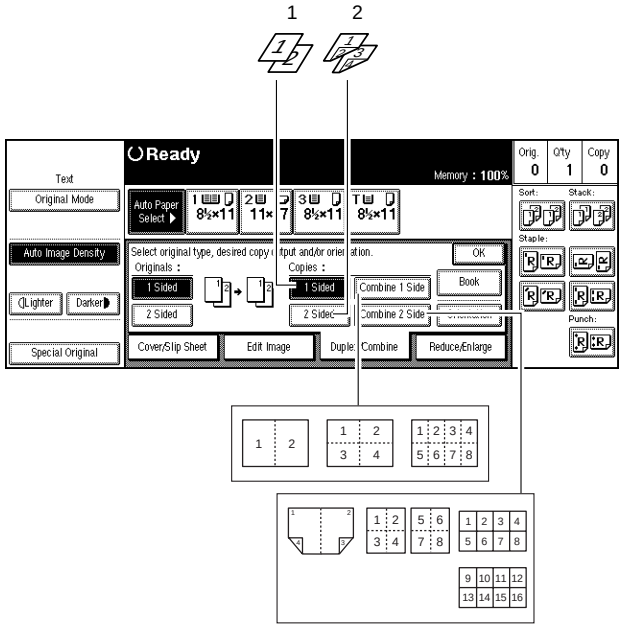
TPEH270N

1: 1-sided

2: 2-sided

3: Book

2 **Select [1 Sided] or [2 Sided] for copying.**



TSPH280N

1: 1-sided

2: 2-sided

3 Touch the [OK] key.

Duplex-Making Two-Sided Copies

There are two ways in this function:

◆ **1 Sided → 2 Sided**
This mode makes two-sided copies from one-sided originals.

2

◆ 2 **Sided → 2 Sided**
This mode makes two-sided copies from two-sided originals.

Limitation

❒ **You** cannot use the following copy paper in this function:

- Paper smaller than A5, $5^1/_2$" x $8^1/_2$" (possible on A5⧉)
- Translucent paper
- Adhesive labels
- OHP transparencies
- Post cards

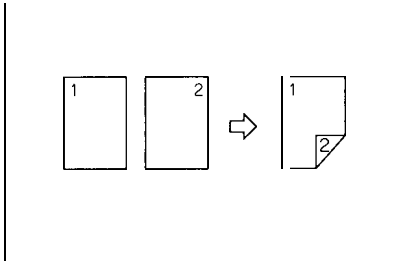
❒ You cannot use the bypass tray with this function.

Note

❒ The following paper limitations apply:

Metric version	Minimum size	A5 (possible on A5⧉)
	Weight	52 - 105 g/m^2
Inch version	Minimum size	$5^1/_2" \times 8^1/_2"$
	Weight	14-281b

1 Sided → 2 Sided-Making Two-sided Copies From One-sided Originals



Note

❒ If you set an odd number of 1-sided originals in the document feeder (ADF), the reverse side of the last page is left blank. You can disable this function to make the delivered last page not be blank. See "Duplex: Auto Eject" in ⇒ P.210 *"Input Output"*.

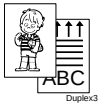
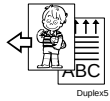
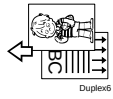
❒ If you set originals in the document feeder and select Sort mode, all the originals will be scanned before being copied. Therefore, the copy speed is faster than when Sort mode is not selected. See "Auto Sort Mode" in ⇒ P.210 *"Input Output"*.

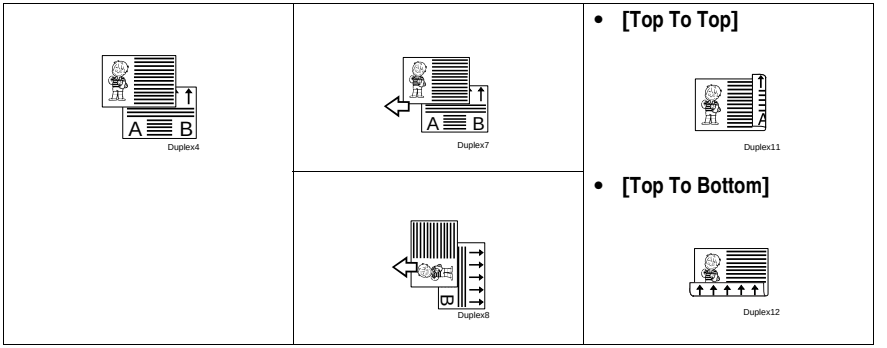
❒ When original images are copied, the images are shifted by a width of binding margin. You can adjust the binding margin or binding position. You can also change their default values. See "Back Margin: Left/Right" in ⇒ P.205 *"Page Format $^1/_2$"*.

❒ A binding margin can be automatically made on the back side. See "1 → 2 Duplex Auto Margin Adjust" in ⇒ P.205 *"Page Format $^1/_2$"*.

Original direction and completed copies

The resulting copy image will differ according to the direction in which you set your original (lengthwise ▯ or widthwise ▭).

Original	Orientation	Result *1
 Duplex3	 Duplex5	• **[Top To Top]** Duplex9
	 Duplex6	• **[Top To Bottom]** Duplex10

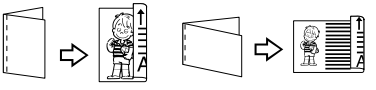


*1 The illustrations show the directions of copied images on the front and back, not the directions of delivery.

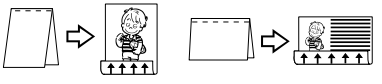
Originals and copy direction

You can select the orientation (**[Top to Top]**, **[Top to Bottom]**). See ⇒ P.92 *"Specifying Orientation of Bound Originals"*.

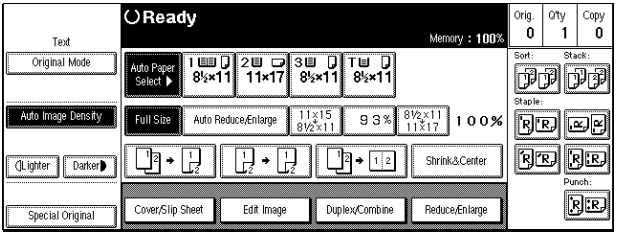
- Top To Top



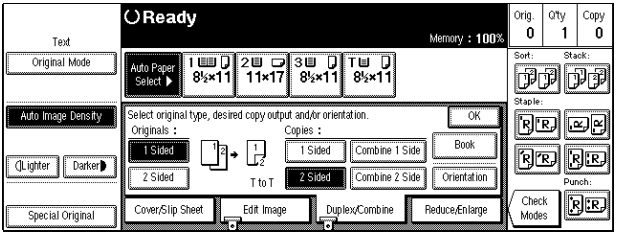
- Top To Bottom



1 **Touch the [Duplex/Combine] key.**



2 **Touch the [1 Sided] key for original, then touch the [2 Sided] key for copy.**



Note

❒ To change the copy orientation to "Top to Bottom", touch the **[Orientation]** key and select Top to Bottom. See ⇒ P.92 *"Specifying Orientation of Bound Originals"*.

3 **Touch the [OK] key.**

4 **Set your originals, then press the [Start] key.**

When setting an original on the exposure glass or in the document feeder using Batch (SADF) mode

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Reference

See ⇒ P.31 *"Batch (SADF) mode"*.

❶ **Set the original, then press the [Start] key.**

Note

❒ Start with the first page to be copied.

❷ **Set the next original. When it is placed on the exposure glass, press the [Start] key.**

❸ **When the number of originals is uneven, press the [#] key at the last original.**

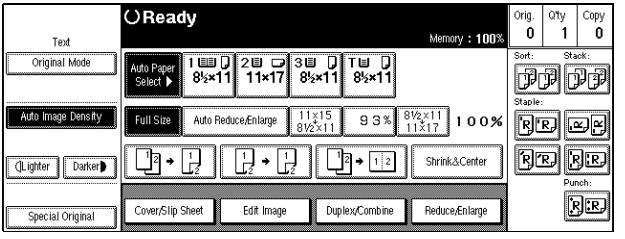
Specifying Orientation of Bound Originals

You can specify the orientation of bound originals (how you turn the pages). The default setting is **[Top to Top]**.

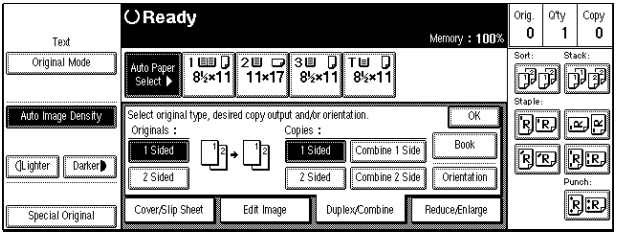
Note

❒ You can change the orientation default with the user tools. See "Copy Orientation in Duplex Mode" and "Original Orientation in Duplex Mode" in ⇒ P.201 *"General Features 2/3"*.

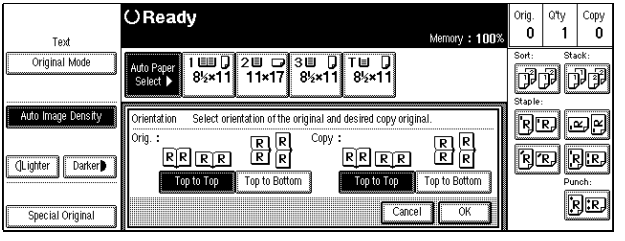
1 **Touch the [Duplex/Combine] key.**



2 **Touch the [Orientation] key.**

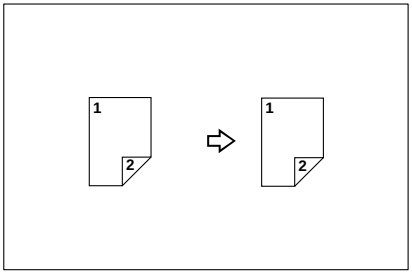


3 **Select an original orientation and a copy orientation.**

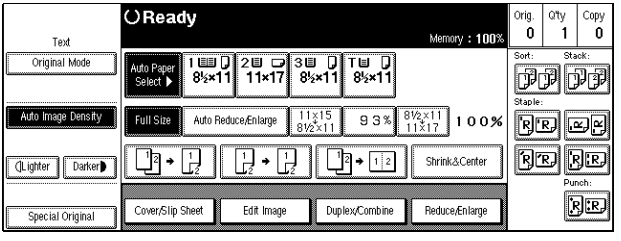


4 **Touch the [OK] key.**

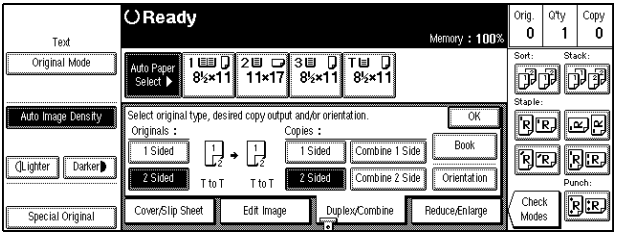
2 Sided → 2 Sided—Making Two-sided Copies From Two-sided Originals



1 **Touch the [Duplex/Combine] key.**



2 **Touch the [2 Sided] key for original, then touch the [2 Sided] key for copy.**



Note

❒ To change the copy orientation to "Top to Bottom", touch the **[Orientation]** key and select Top to Bottom. See ⇒ P.92 *"Specifying Orientation of Bound Originals"*.

3 **Touch the [OK] key.**

4 **Set your originals, then press the [Start] key.**

When setting an original on the exposure glass or in the document feeder using Batch (SADF) mode

Reference

See ⇒ P.31 *"Batch (SADF) mode"*.

❶ **Set the original, then press the 【Start】 key.**

Note

❒ Start with the first page to be copied.

❷ **Set the next original. When it is placed on the exposure glass, press the 【Start】 key.**

❸ **When the number of originals is uneven, press the 【#】 key at the last original.**

Combine—Combining Originals Into One Copy

You can combine two or more originals into one copy. 1 Sided Combine mode is for 1-sided copies, and the 2 Sided Combine mode for 2-sided copies.

There are twelve types in this function.

❖ **1 Sided 2 Pages → Combine 1 Side**
Copies two 1-sided originals to the two-page spread of a sheet.

❖ **1 Sided 4 Pages → Combine 1 Side**
Copies four 1-sided originals together to one side of a sheet.

❖ **1 Sided 8 Pages → Combine 1 Side**
Copies eight 1-sided originals together to one side of a sheet.

❖ **1 Sided 4 Pages → Combine 2 Side**
Copies four 1-sided originals to the two-page spread on both sides of a sheet.

❖ **1 Sided 8 Pages → Combine 2 Side**
Copies eight 1-sided originals together to both sides of a sheet.

❖ **1 Sided 16 Pages → Combine 2 Side**
Copies 16 1-sided originals together to both sides of a sheet.

❖ **2 Sided 2 Pages → Combine 1 Side**
Copies one 2-sided original to one side of a sheet.

❖ **2 Sided 4 Pages → Combine 1 Side**
Copies two 2-sided originals to one side of a sheet.

❖ **2 Sided 8 Pages → Combine 1 Side**
Copies four 2-sided originals to one side of a sheet.

❖ **2 Sided 4 Pages → Combine 2 Side**
Copies two 2-sided originals together to both sides of a sheet.

❖ **2 Sided 8 Pages → Combine 2 Side**
Copies four 2-sided originals together to both sides of a sheet.

❖ **2 Sided 16 Pages → Combine 2 Side**
Copies eight 2-sided originals together to both sides of a sheet.

Limitation

❒ You cannot use the bypass tray with this function.

❒ The machine cannot copy originals different in size and direction.

Note

❒ In this mode, the machine selects the reproduction ratio automatically. This reproduction ratio depends on the copy paper sizes and the number of originals.

❒ The machine uses ratios in the following range:

- Metric version: 32 – 400 %
- Inch version: 32 – 400 %

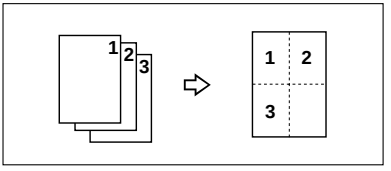
❒ If the calculated ratio is under the minimum ratio, it is corrected within the range of the ratio automatically. However, with some ratios, parts of the image might not be copied or blank margins appear on copies.

❒ Separation line between originals can be printed with the user tools. See "Combine Separation Line" in ⇒ P.206 *"Page Format $^{2}/_{2}$"*.

❒ Even if the direction of originals is different from that of the copy paper, the machine will automatically rotate the image by 90° to make copies properly.

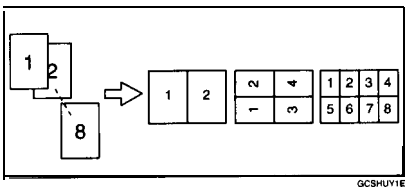
❒ When making copies in Combine mode, the circumference of each original can be automatically erased by 3 mm, 0.1". See "Combine Original Shadow Erase" in ⇒ P.205 *"Page Format $^{1}/_{2}$"*.

❒ If the number of originals placed is less than the number specified for combining, pressing the 【#】 key allows the last page(s) to be copied blank as shown in the illustration. You can also change the system setting to automatically avoid such copying. See "Combine: Auto Eject" in ⇒ P.210 *"Input Output"*.

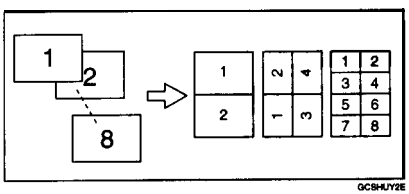


❒ Direction of the originals and arrangement of combined images

◆ **Portrait (▯) originals**

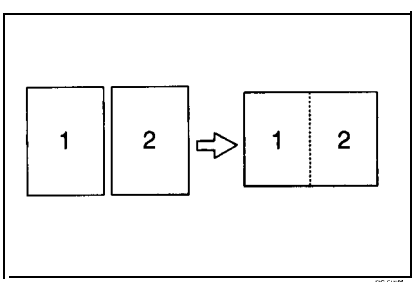


◆ **Landscape (▭) originals**



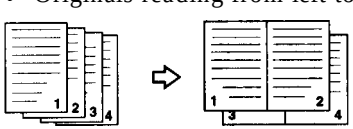
1 Sided 2 Pages → Combine 1 Side

Copies two l-sided originals to the two-page spread of a sheet.

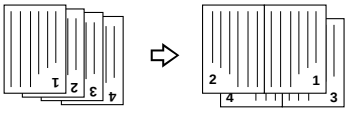


◆ **Setting originals (Originals set in the document feeder)**

- Originals reading from left to right



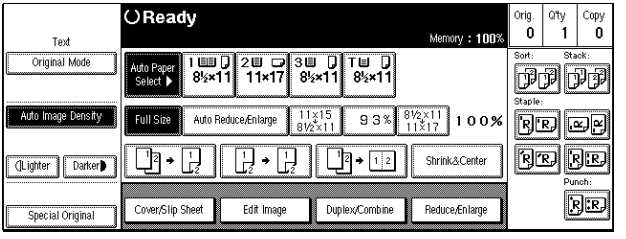
- Originals reading from top to bottom



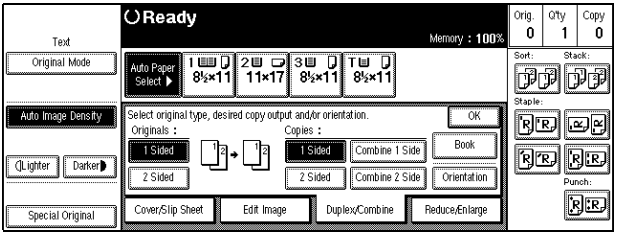
Combine6

2

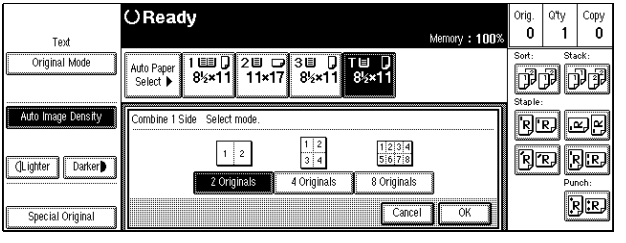
1 **Touch the [Duplex/Combine] key.**



2 **Touch the [1 Sided] key for original, then touch the [Combine 1 Side] key for copy.**



3 **Touch the [2 Originals] key, then touch the [OK] key.**

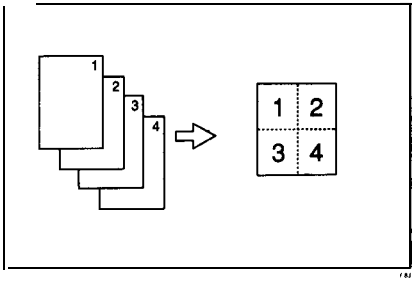


4 **Select paper.**

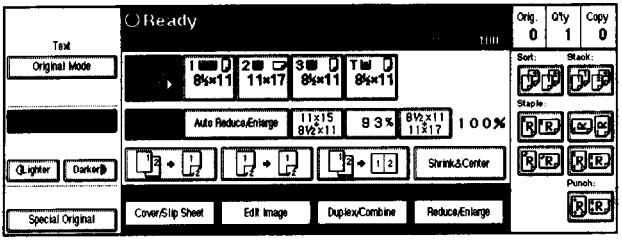
5 **Set your originals, then press the [Start] key.**

1 Sided 4 Pages → Combine 1 Side

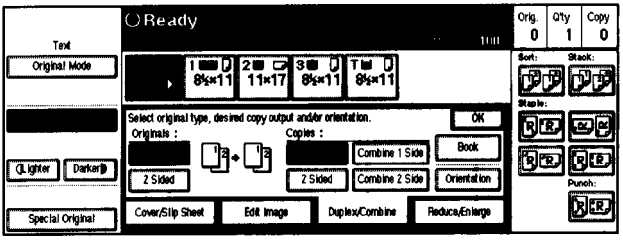
Copies four l-sided originals together to one side of a sheet.



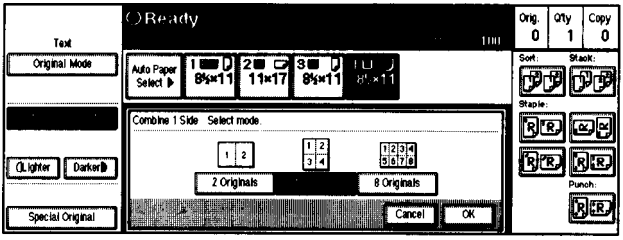
1 **Touch the [Duplex/Combine] key.**



2 **Touch the [1 Sided] key for original, then touch the [Combine 1 Side] key for copy.**



3 **Touch the [4 Originals] key, then touch the [OK] key.**

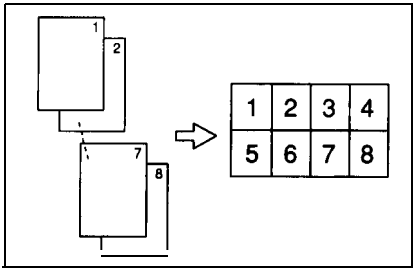


4 **Select paper.**

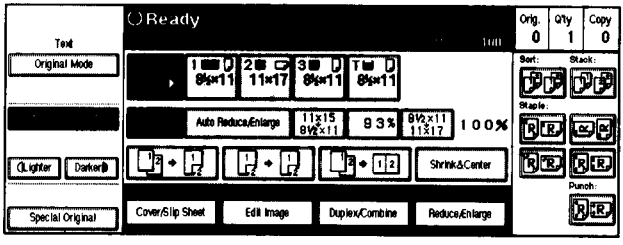
5 **Set your originals, then press the [Start] key.**

1 Sided 8 Pages → Combine 1 Side

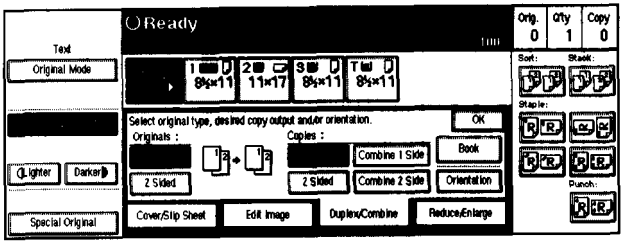
Copies eight l-sided originals together t one side of a sheet.



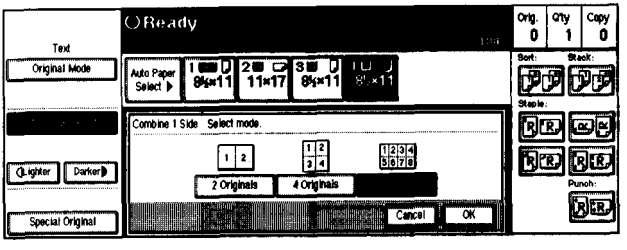
1 Touch the **[Duplex/Combine] key.**



2 **Touch the [1 Sided] key for original, then touch the [Combine 1 Side] key for copy.**



3 **Touch the [8 Originals] key, then touch the [OK] key.**

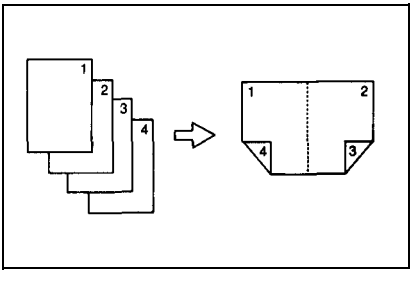


4 **Select paper.**

5 Set **your originals, then press the [Start] key.**

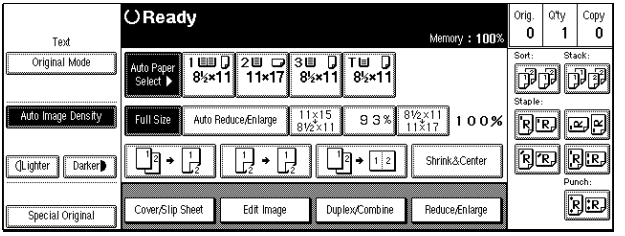
1 Sided 4 Pages → Combine 2 Side

Copies four l-sided originals to the two-page spread on both sides of a sheet.

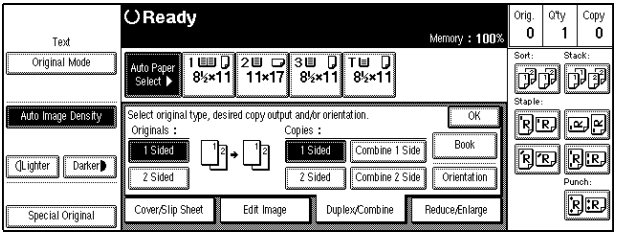


2

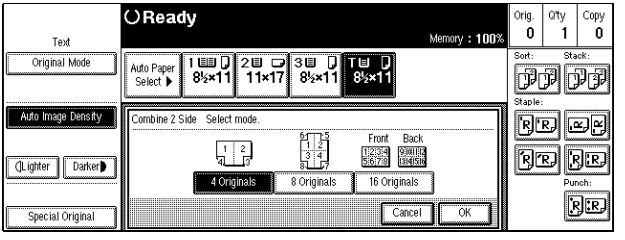
1 Touch the [Duplex/Combine] key.



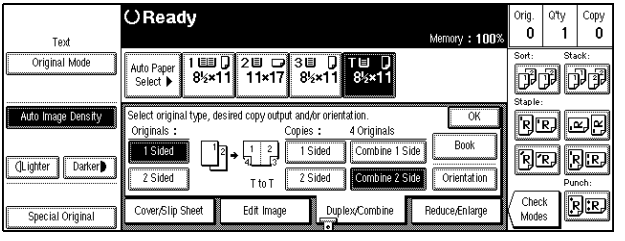
2 Touch the [1 Sided] key for original, then press the [Combine 2 Side] key for copy.



3 Touch the [4 Originals] key, then press the [OK] key.



4 Check the orientation.



Note

❒ To change the copy orientation to "Top to Bottom", touch the **[Orientation]** key and select **[Top to Bottom]**. See ⇒ P.92 *"Specifying Orientation of Bound Originals"*.

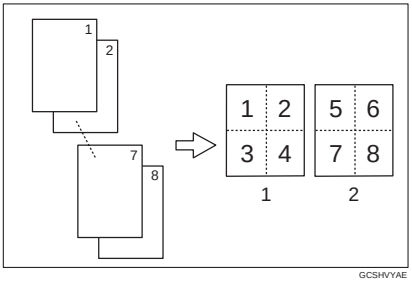
5 **Touch the [OK] key.**

6 **Select paper.**

7 **Set your originals, then press the [Start] key.**

1 Sided 8 Pages → Combine 2 Side

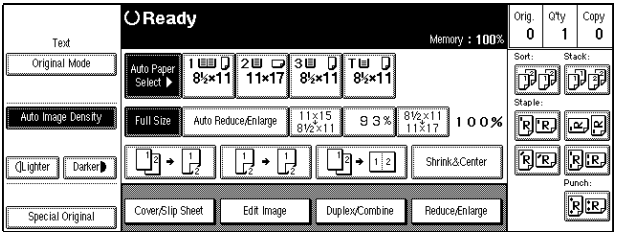
Copies eight 1-sided originals together to both sides of a sheet.



1. **Front**

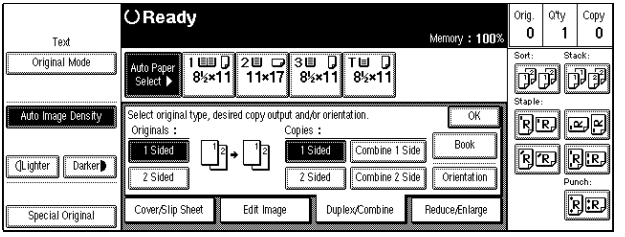
2. **Back**

1 **Touch the [Duplex/Combine] key.**

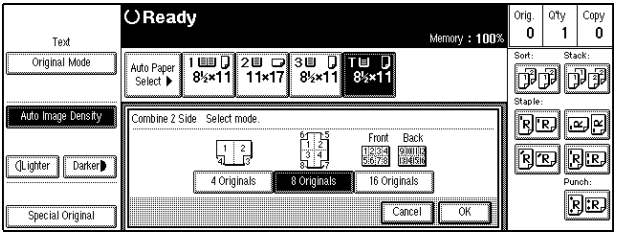


2

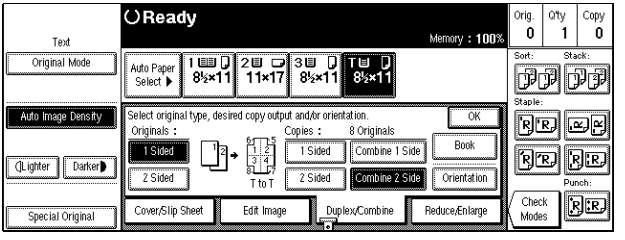
2 **Touch the [1 Sided] key for original, then touch the [Combine 2 Side] key for copy.**



3 **Touch the [8 Originals] key, then touch the [OK] key.**



4 **Check the orientation.**



Note

❒ To change the copy orientation to "Top to Bottom", touch the **[Orientation]** key and select **[Top to Bottom]**. See ⇒ P.92 *"Specifying Orientation of Bound Originals"*.

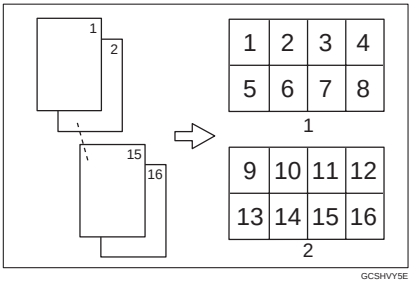
5 **Touch the [OK] key.**

6 **Select paper.**

7 **Set your originals, then press the [Start] key.**

1 Sided 16 Pages → Combine 2 Side

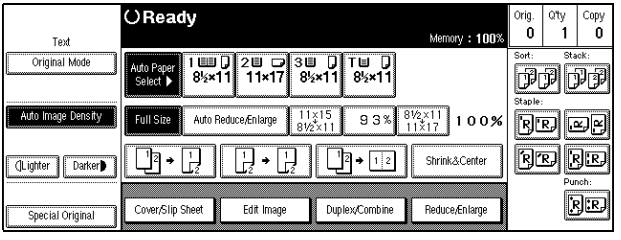
Copies sixteen 1-sided originals together to both sides of a sheet.



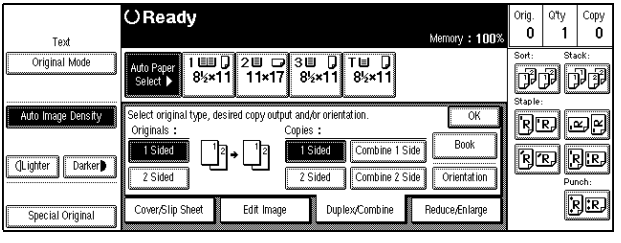
1. **Front**

2. **Back**

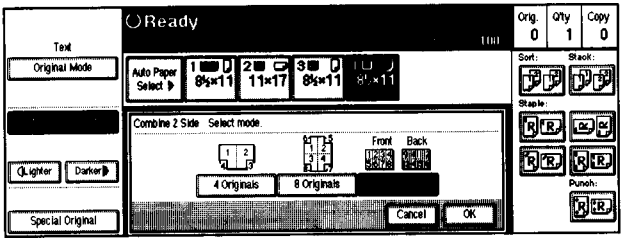
1 **Touch the [Duplex/Combine] key.**



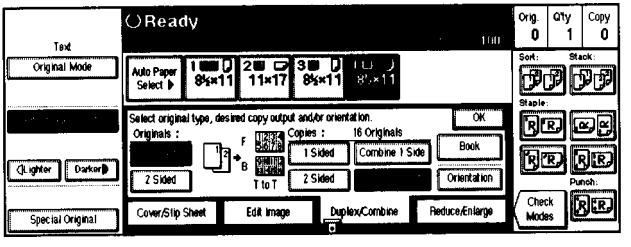
2 **Touch the [1 Sided] key for original, then touch the [Combine 2 Side] key for copy.**



3 **Touch the [16 Originals] key, then touch the [OK] key.**



4 **Check the orientation.**



Note

❒ To change the copy orientation to "Top to Bottom", touch the **[Orientation]** key and select **[Top to Bottom]. See ⇒ P.92** *"Specifying Orientation of Bound Originals"*.

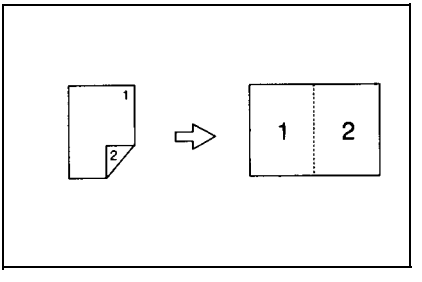
5 **Touch the [OK] key.**

6 **Select paper.**

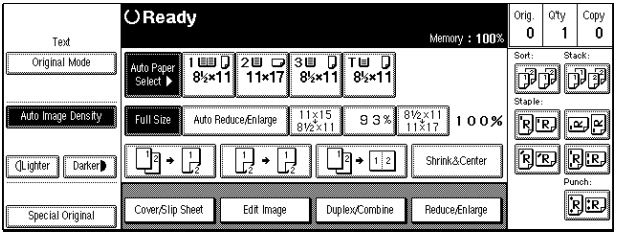
7 **Set your originals, then press the [Start] key.**

2 Sided 2 Pages → Combine 1 Side

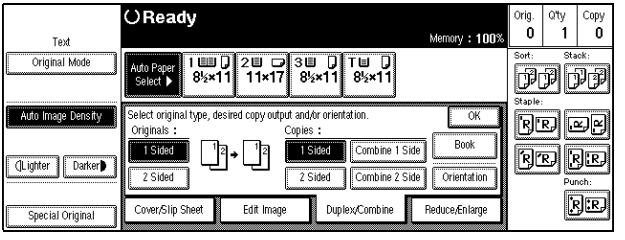
Copies one 2-sided original to one side of a sheet.



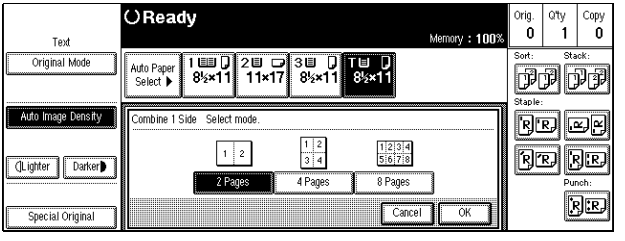
1 **Touch the [Duplex/Combine] key.**



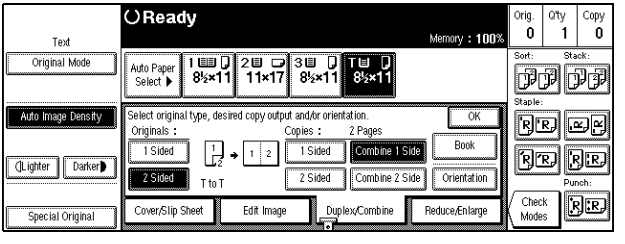
2 **Touch the [2 Sided] key for original, then touch the [Combine 1 Side] key for copy.**



3 **Touch the [2 Pages] key, then touch the [OK] key.**



4 **Check the orientation.**



Note

❒ **To change the copy orientation to "Top to Bottom", touch the [Orientation] key and select [Top to Bottom]. See ⇒ P.92** *"Specifying Orientation of Bound Originals".*

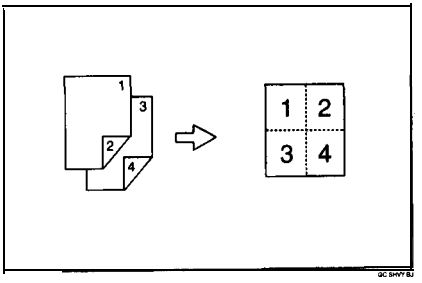
5 **Touch the [OK] key.**

6 **Select paper.**

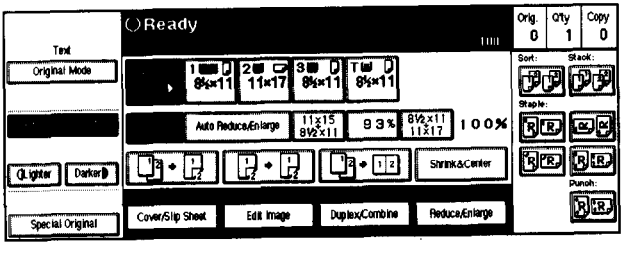
7 **Set your originals, then press the [Start] key.**

2 Sided 4 Pages → Combine 1 Side

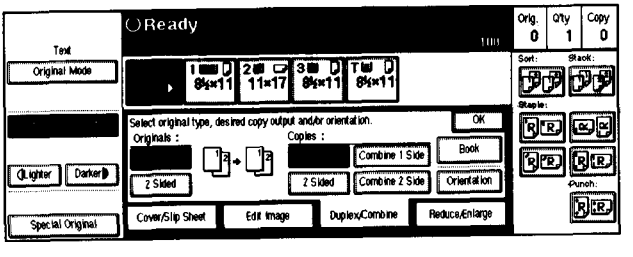
Copies two 2-sided originals to one side of a sheet.



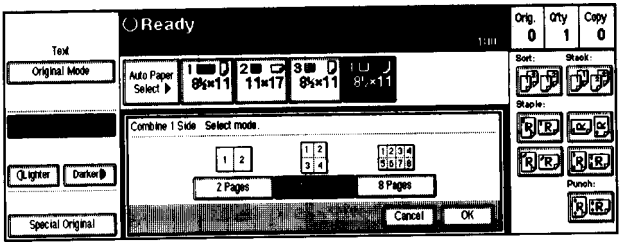
1 **Touch the [Duplex/Combine] key.**



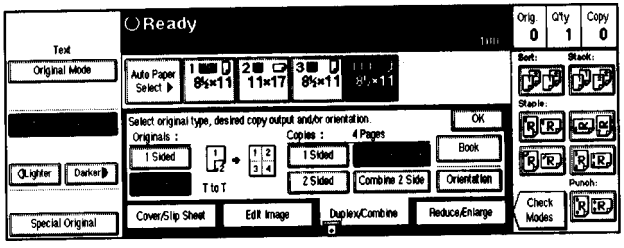
2 **Touch the [2 Sided] key for original, then touch the [Combine 1 Side] key for copy.**



3 **Touch the [4 Pages] key, then touch the [OK] key.**



4 Check the orientation.



Note

❒ To **change the** copy **orientation to** "Top to Bottom", touch the [Orientation] key and select [Top to Bottom]. See ⇒ P.92 *"Specifying Orientation of Bound Originals"*.

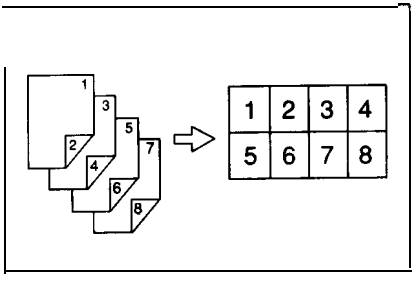
5 **Press the [OK] key.**

6 **Select paper.**

7 **Set your originals, then press the [Start] key.**

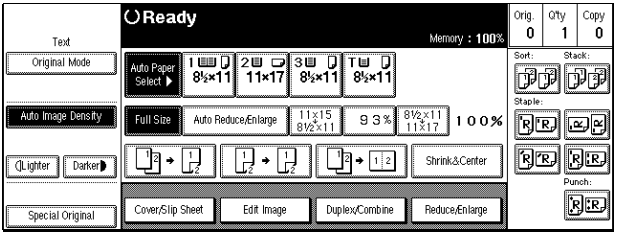
2 Sided 8 Pages → Combine 1 Side

Copies four 2-sided originals to one side of a sheet.

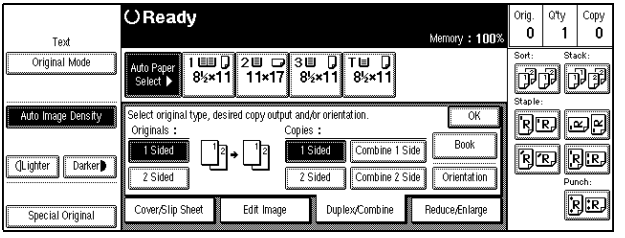


2

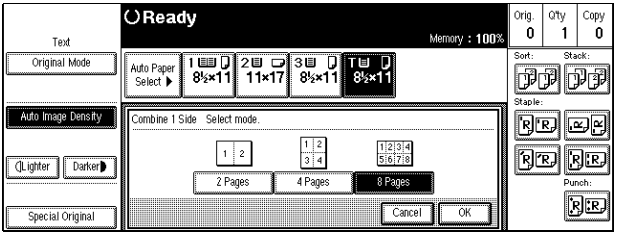
1 Touch the **[Duplex/Combine]** key.



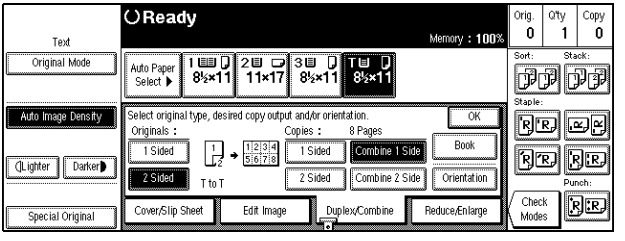
2 Touch the **[2 Sided]** key for original, then touch the **[Combine 1 Side]** key for copy.



3 Touch the **[8 Pages]** key, then touch the **[OK]** key.



4 Check the orientation.



Note

❒ To change the copy orientation to "Top to Bottom", touch the **[Orientation]** key and select [Top to **Bottom]. See ⇒ P.92** *"Specifying Orientation of Bound Originals"*.

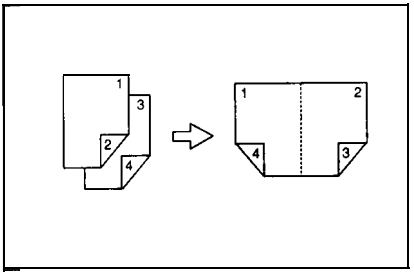
5 Touch the **[OK] key.**

6 Select paper.

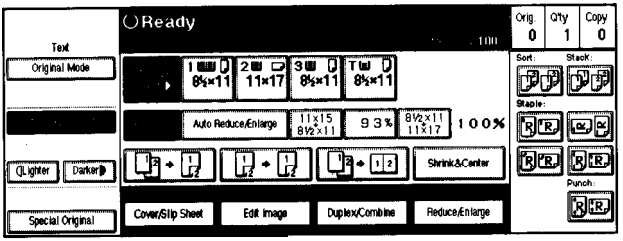
7 **Set your originals, then press the [Start] key.**

2 Sided 4 Pages → Combine 2 Side

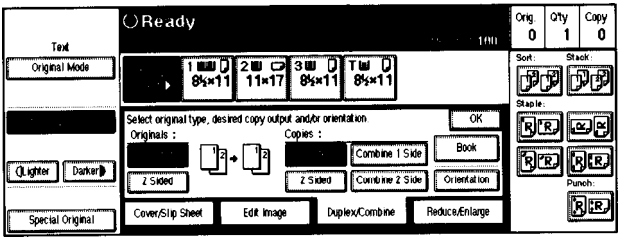
Copies 2-sided originals together to both sides of a sheet.



1 **Touch the [Duplex/Combine] key.**

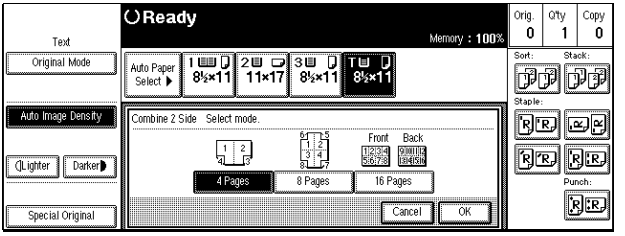


2 **Touch the [2 Sided] key for original, then touch the [Combine 2 Side] key for copy.**

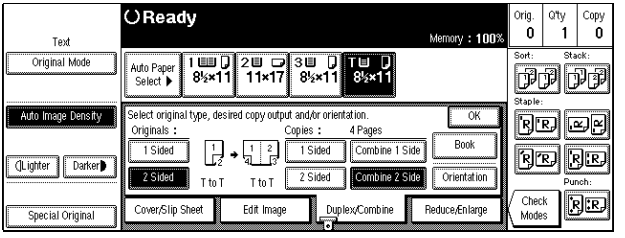


2

3 **Touch the [4 Pages] key, then touch the [OK] key.**



4 **Check the orientation.**



Note

❒ To change the copy orientation to "Top to Bottom", touch the **[Orientation]** key and select **[Top to Bottom]**. See ⇒ P.92 *"Specifying Orientation of Bound Originals"*.

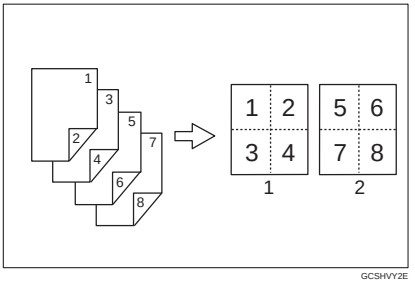
5 **Touch the [OK] key**

6 **Select paper.**

7 **Set your originals, then press the [Start] key.**

2 Sided 8 Pages → Combine 2 Side

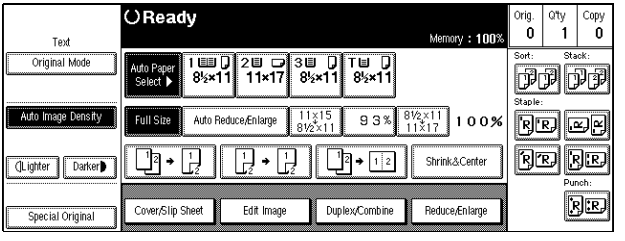
Copies four 2-sided originals together to both sides of a sheet.



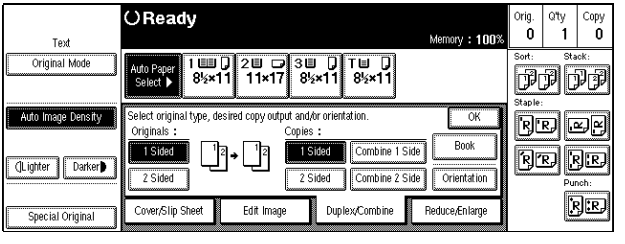
1. **Front**

2. **Back**

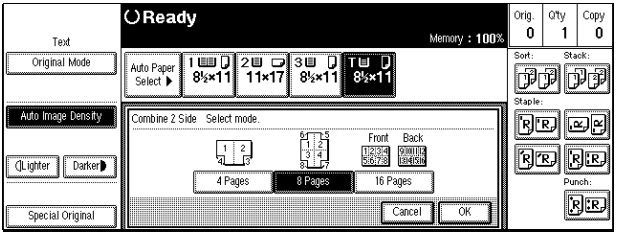
1 **Touch the [Duplex/Combine] key.**



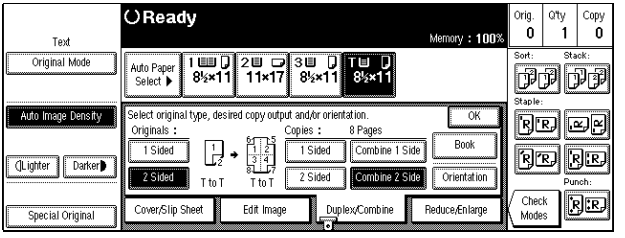
2 **Touch the [2 Sided] key for original, then touch the [Combine 2 Side] key for copy.**



3 **Touch the [8 Pages] key, then touch the [OK] key.**



4 **Check the orientation.**



Note

❒ To change the copy orientation to "Top to Bottom", touch the **[Orientation]** key and select **[Top to Bottom]**. See ⇒ P.92 *"Specifying Orientation of Bound Originals"*.

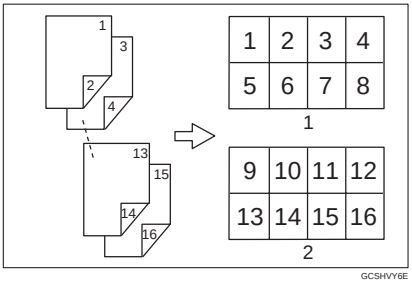
5 **Touch the [OK] key**

6 **Select paper.**

7 **Set your originals, then press the [Start] key.**

2 Sided 16 Pages → Combine 2 Side

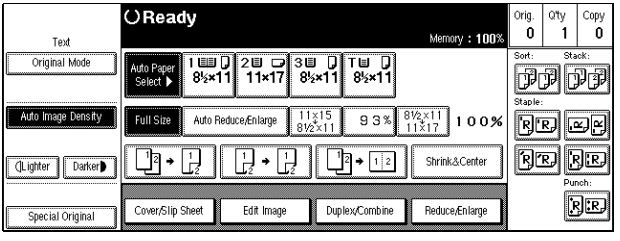
Copies eight 2-sided originals together to both sides of a sheet.



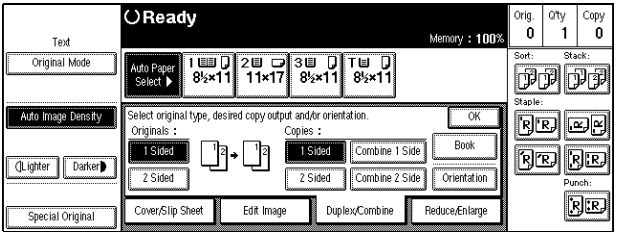
1. **Front**

2. **Back**

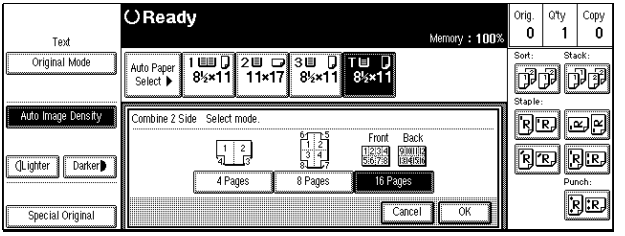
1 **Touch the [Duplex/Combine] key.**



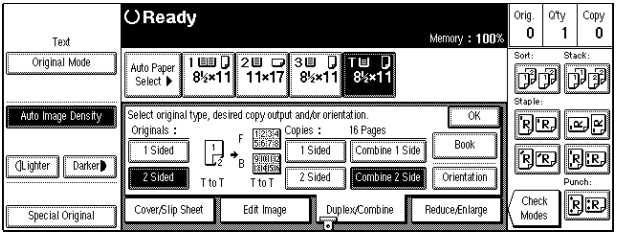
2 **Touch the [2 Sided] key for original, then touch the [Combine 2 Side] key for copy.**



3 **Touch the [16 Pages] key, then touch the [OK] key.**



4 **Check the orientation.**



Note

❒ To change the copy orientation to "Top to Bottom", touch the **[Orientation]** key and select **[Top to Bottom]**. See ⇒ P.92 *"Specifying Orientation of Bound Originals"*.

5 **Touch the [OK] key**

6 **Select paper.**

7 **Set your originals, then press the [Start] key.**

Book

Series copies are made by separately copying the front and back of a 2-sided original or the two facing pages of a spread original onto two sheets of paper. A book is made by copying two or more originals in page order.

There are the following types of Series and Book modes.

Series Copies

❖ **Book → 1 Sided**
Copies the two facing pages of a spread original to make two 1-sided copies.

❖ **Book → 2 Sided**
Copies the front and back of a 1-sided original to make two 1-sided copies.

Book

❖ **Book → 2 Sided**
Copies a spread two-page original onto both sides of a sheet.

❖ **Multi → 2 Sided**
Copies each spread two-page original as it is onto both sides of a sheet.

❖ **Booklet**
Make copies in page order for a folded booklet.

❖ **Magazine**
Copies two or more originals to make copies in page order (as when they are folded and stacked).

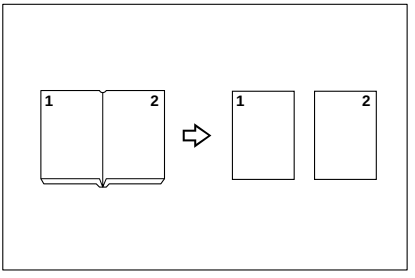
Limitation

❒ You cannot use the bypass tray with this function.

Series Copies—Making One-sided Copies From Various Originals

Book → 1 Sided—Making One-sided Copies From Two Facing Page Of A Bound Original (Book)

You can make one-sided copies from two facing pages of a bound original (book).



Note

❒ Refer to the following table when you select original and copy paper sizes with 100 % ratio:

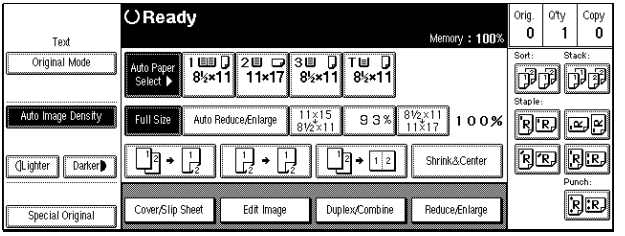
❖ **Metric version**

Original	Copy paper
A3	A4 ⊐ × 2 sheets
B4	B5 ⊐ × 2 sheets
A4	A5 ⊐ × 2 sheets

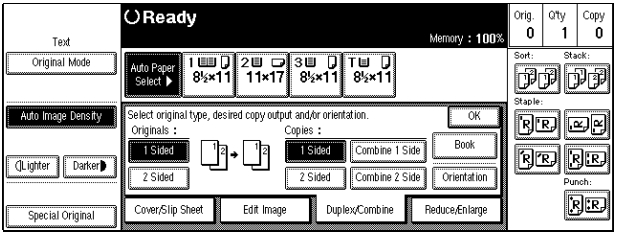
❖ **Inch version**

Original	Copy paper
11" × 17"	$8^1/_2$" × 11" ⊐ × 2 sheets
$8^1/_2$" × 11"	$5^1/_2$" × $8^1/_2$" ⊐ × 2 sheets

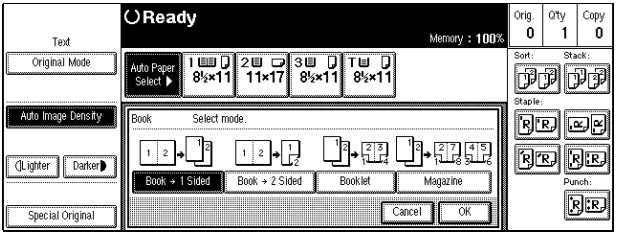
1 **Touch the [Duplex/Combine] key.**



2 **Touch the [Book] key.**



3 **Touch the [Book → 1 Sided] key.**



4 **Touch the [OK] key.**

5 **Touch the [OK] key.**

6 **Make sure the [Auto Paper Select] is selected.**

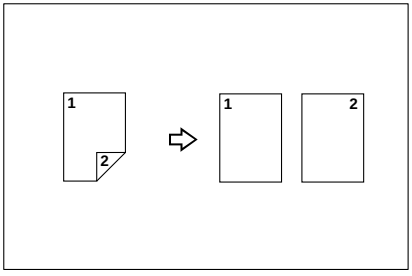
Note

❒ If not, select the **[Auto Paper Select]**.

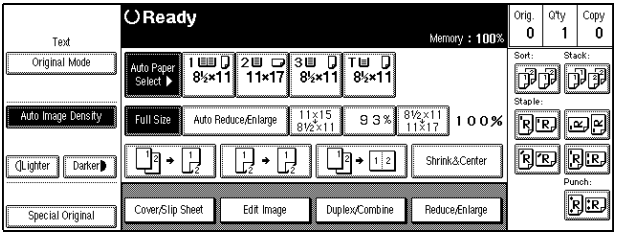
7 **Set your originals, then press the [Start] key.**

2 Sided→1 Sided—Making One-sided Copies From Two-sided Originals

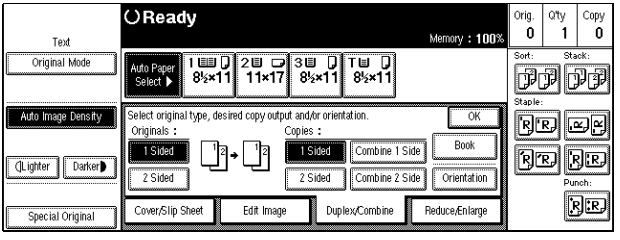
You can make one-sided copies from two-sided originals.



1 **Touch the [Duplex/Combine] key.**



2 **Touch the [2 Sided] key for original, then touch the [1 Side] key for copy.**



3 **Check the orientation.**

Note

❒ To change the original orientation to "Top to Bottom", touch the **[Orientation]** key, then select **[Top to Bottom]**. See ⇒ P.92 *"Specifying Orientation of Bound Originals"*.

4 **Touch the [OK] key**

5 **Set your originals, then press the [Start] key.**

Book

Limitation

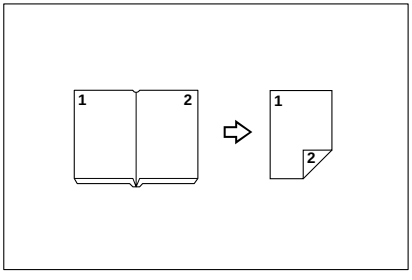
- ❒ You cannot use the bypass tray with this function.
- ❒ The machine cannot copy originals different in size and direction.

Note

- ❒ The machine sets the reproduction ratio automatically to meet the paper size and copies the originals together onto the paper.
- ❒ The machine uses ratios in the range of 32 to 400 %.
- ❒ If the calculated ratio is under the available minimum ratio, it will be adjusted to the minimum ratio. However, with some ratios, parts of the image might not be copied.
- ❒ Even if the direction of originals is different from that of the copy paper, the machine will automatically rotate the image by 90° to make copies properly.

Book→2 Sided

Copies a two-page spread original onto both sides of a sheet.



Important

- ❒ If **[Multi → 2 Sided]** has been selected in "Book Duplex" of the user tools, change it to **[Book → 2 Sided]**. See "Book Duplex" in ⇒ P.201 *"General Features 2/3"*.

Note

- ❒ Refer to the following table when you select original and copy paper sizes with 100 % ratio:

❖ **Metric version**

Original	Copy paper
A3□	A4 (2-sided)
B4□	B5 (2-sided)

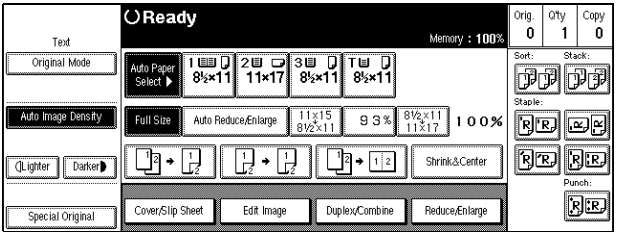
Original	Copy paper
A4□	A5 (2-sided)

❖ **Inch version**

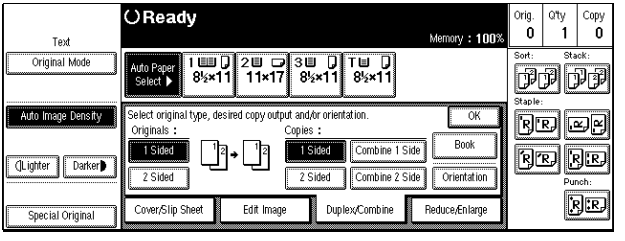
Original	Copy paper
11" × 17"□	$8^1/_2$" × 11" (2-sided)
$8^1/_2$" × 11"□	$5^1/_2$" × $8^1/_2$" (2-sided)

2

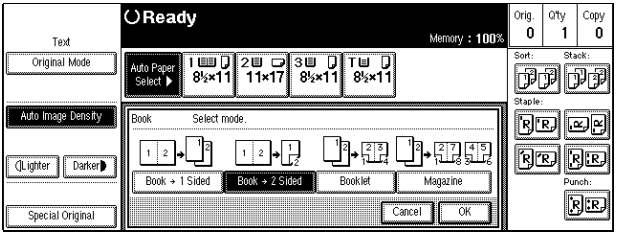
1 **Touch the [Duplex/Combine] key.**



2 **Touch the [Book] key.**



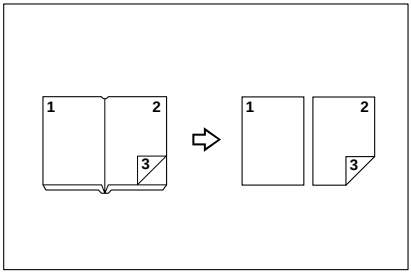
3 **Touch the [Book → 2 Sided] key.**



4 **Set your originals, then press the 【Start】 key.**

Multi → 2 Sided

Copies each two-page spread original as it is onto both sides of a sheet.



Important

❒ If **[Book → 2 Sided]** has been selected in "Book Duplex" of the user tools, change it to **[Multi → 2 Sided]**. See "Book Duplex" in ⇒ P.201 *"General Features 2/3"*.

Note

❒ Refer to the following table when you select original and copy paper sizes with 100 % ratio:

❖ **Metric version**

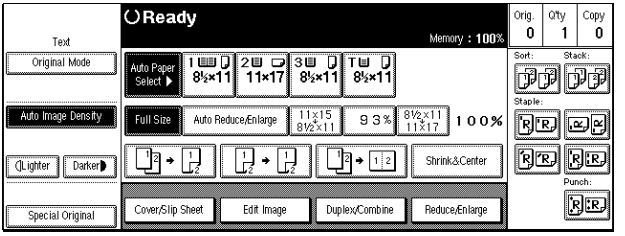
Original	Copy paper
A3□	A4 (2-sided)
B4□	B5 (2-sided)
A4□	A5 (2-sided)

❖ **Inch version**

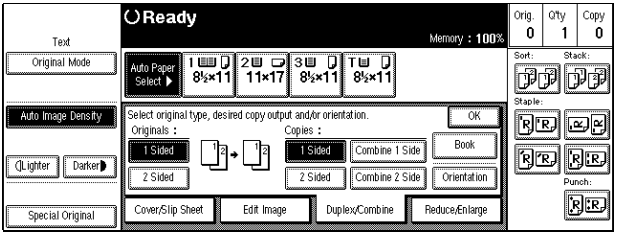
Original	Copy paper
11" × 17"□	$8^1/_2$" × 11" (2-sided)
$8^1/_2$" × 11"□	$5^1/_2$" × $8^1/_2$" (2-sided)

2

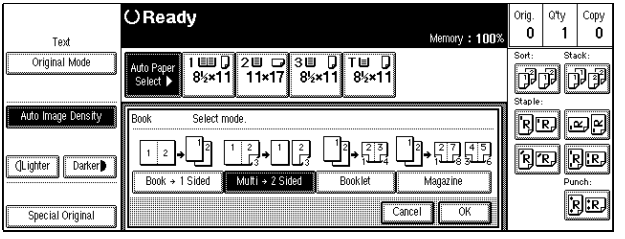
1 **Touch the [Duplex/Combine] key.**



2 **Touch the [Book] key.**



3 **Touch the [Multi → 2 Sided] key.**



4 **Touch the [OK] key and select paper.**

5 **Set your originals, then press the 【Start】 key.**

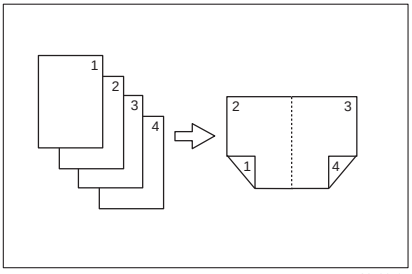
Note

❒ When placing one original on the exposure glass or in the document feeder in Batch (SADF) mode, press the 【#】 key at the last original.

Booklet

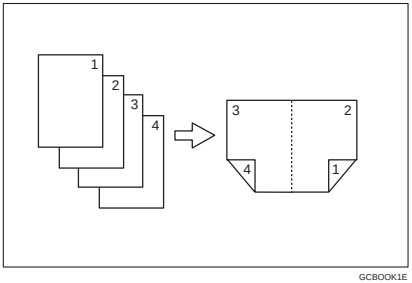
Make copies in page order for a folded booklet as shown in the following illustrations:

❖ Portrait



GCBOOK0E

❖ Landscape



GCBOOK1E

Important

❒ Before selecting this function, select "Portrait" or "Landscape" with the user tools. See "Booklet/Magazine Original Orientation" in ⇒ P.206 *"Page Format $^{2}/_{2}$"*.

Note

❒ Four originals are copied onto each sheet of copy paper.

❒ In this mode, the machine sets the reproduction ratio automatically to meet the paper size and copies the originals together onto the paper.

❒ A ratio is selected in the range of 32 to 400 %.

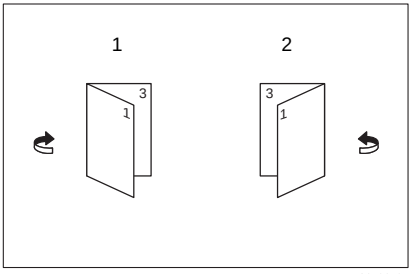
❒ If the calculated ratio is under the available minimum ratio, it will be adjusted to the minimum ratio. However, with some ratios, parts of the image might not be copied.

❒ If the number of originals scanned is less than a multiple of 4, pressing the 【#】 key allows the last page(s) to be copied blank. You can also change the system

setting to automatically avoid such copying. See "Combine: Auto Eject" in ⇒ P.210 *"Input Output"*.

❒ You can have a 3 mm, 0.1" bounding margin around all four edges of the original left blank (erased). "Combine Original Shadow Erase" in ⇒ P.205 *"Page Format $^{1}/_{2}$"*.

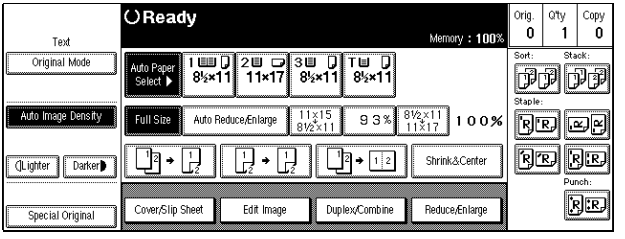
How to fold and unfold copies to make a booklet



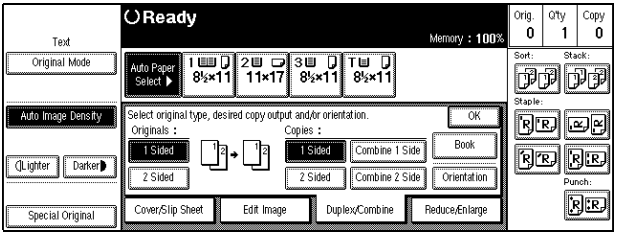
1. **Portrait**

2. **Landscape**

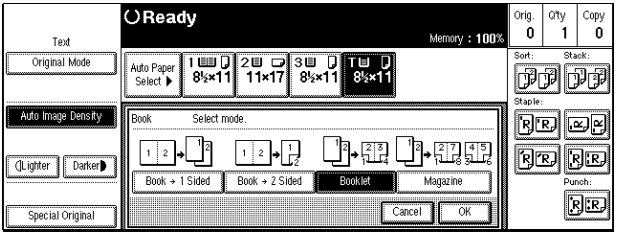
1 **Touch the [Duplex/Combine] key.**



2 **Touch the [Book] key.**



3 **Touch the [Booklet] key, followed by the [OK] key.**



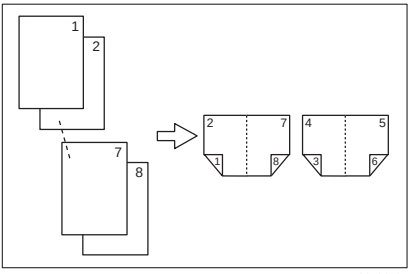
4 **Select paper.**

5 **Set your originals, then press the 【Start】 key.**

Magazine

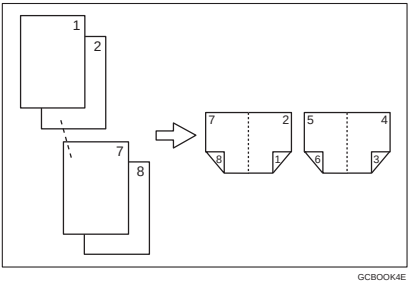
Copies two or more originals to make copies in page order when they are folded and stacked.

❖ Portrait



GCBOOK3E

❖ Landscape



GCBOOK4E

Important

❒ Before selecting this function, select "Portrait" or "Landscape" with the user tools. See "Booklet/Magazine Original Orientation" in ⇒ P.206 *"Page Format $^{2}/_{2}$"*.

Note

❒ Four originals are copied onto each sheet of copy paper.

❒ In this mode, the machine sets the reproduction ratio automatically to meet the paper size and copies the originals together onto the paper.

❒ A ratios selected in the range of 32 to 400 %.

❒ If the calculated ratio is under the available minimum ratio, it will be adjusted to the minimum ratio. However, with some ratios, parts of the image might not be copied.

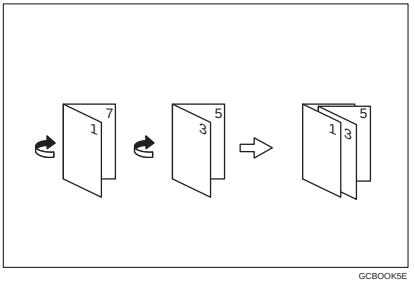
❒ If the number of originals scanned is less than a multiple of 4, pressing the 【#】 key allows the last page(s) to be copied blank. You can also change the system

setting to automatically avoid such copying. See "Combine: Auto Eject" in ⇒ P.210 *"Input Output"*.

❒ You can have a 3 mm, 0.1" bounding margin around all four edges of the original left blank (erased). See "Combine Original Shadow Erase" in ⇒ P.205 *"Page Format $^1/_2$"*.

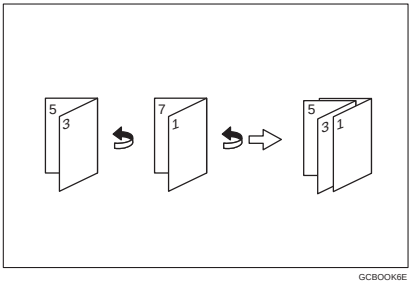
How to fold and unfold copies to make a magazine

❖ Portrait



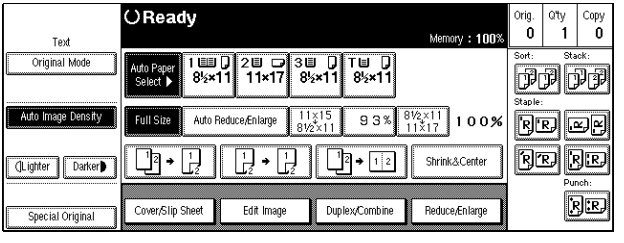
GCBOOK5E

❖ Landscape



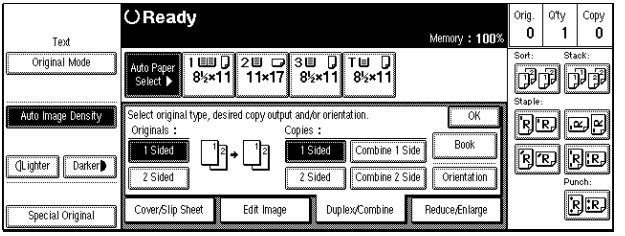
GCBOOK6E

1 **Touch the [Duplex/Combine] key.**

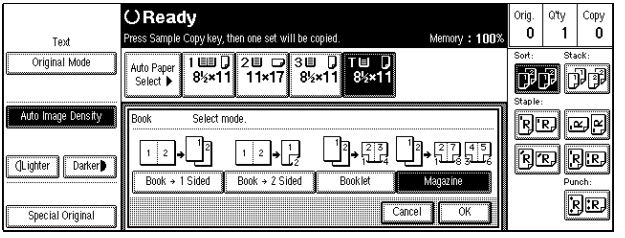


2

2 **Touch the [Book] key.**



3 **Touch the [Magazine] key, followed by the [OK] key.**



4 **Select paper.**

5 **Set your originals, then press the [Start] key.**

Note

❒ It takes some time to scan the originals and make copies.

Cover/Slip Sheet—Adding Or Inserting Sheets

In this function, you can add or insert cover or paper designate.

There are four types in this function:

❖ **Front Cover**
The first page of your originals is copied on a specific paper sheets for covers.

❖ **Front/Back Covers**
The first and last pages of your originals are copied on specific paper sheets for covers.

❖ **Paper Designate**
Use this function to have certain pages of your original copied onto slip sheets.

❖ **Chapters**
If you specify the first page of each chapter with this function, those pages will always appear on the front of copies when using 1 sided → 2 sided mode.

Limitation

❒ You cannot use the bypass tray with this function.

Note

❒ Before selecting this function, set the tray for front cover paper and slip sheet paper. See "Special Paper Indication" of the "System Settings" manual.

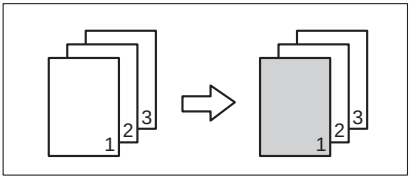
❒ The cover or slip sheets should be identical in size and direction with the copy paper.

❒ If Blank mode is selected, the cover will not be counted as a copy.

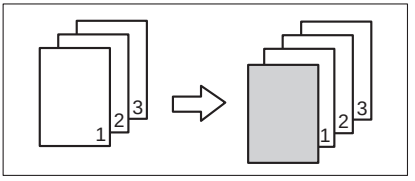
Front Cover—Copying Or Adding A Front Cover

The first page of your originals is copied on a specific paper sheets for covers.

❖ **Copy**



❖ **Blank**

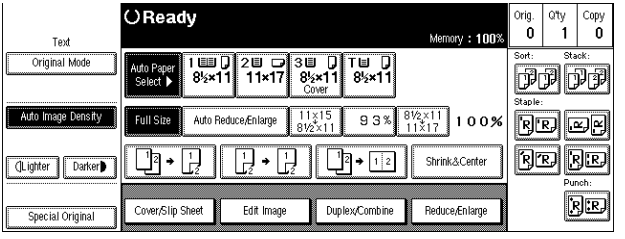


Note

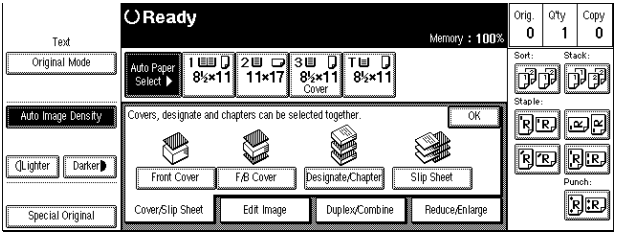
❒ You can specify whether to make a copy on a sheet for covers. If you select **[Copy]**, the first page will be copied on the cover sheet. If you select **[Blank]**, a cover sheet will just be inserted before the first copy.

❒ When selecting **[Copy]**, select "1 Sided" or "2 Sided" for the side to be copied on. See "Cover Mode" in ⇒ P.205 *"Page Format $^1/_2$"*.

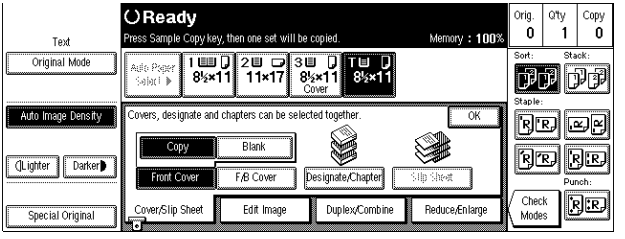
1 **Touch the [Cover/Slip Sheet] key.**



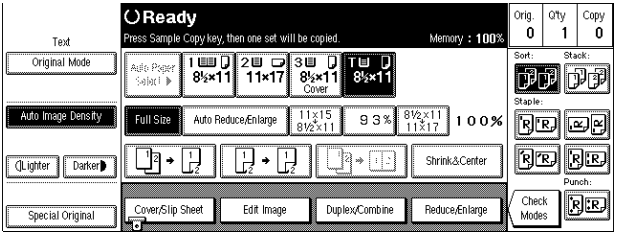
2 **Touch the [Front Cover] key.**



3 **Select [Copy] or [Blank], and then touch the [OK] key.**



4 **Select the tray you use.**

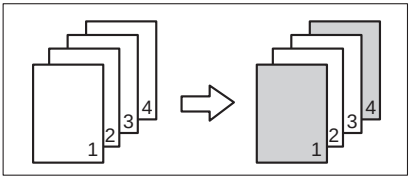


5 **Set your originals in the document feeder, then press the 【Start】 key.**

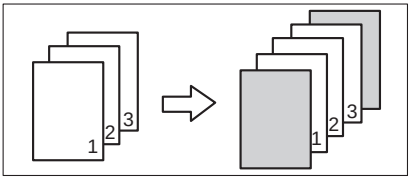
Front/Back Covers—Copying Or Adding Front And Back Covers

The first and last pages of your originals are copied on specific paper sheets for covers.

❖ **Copy**



❖ **Blank**



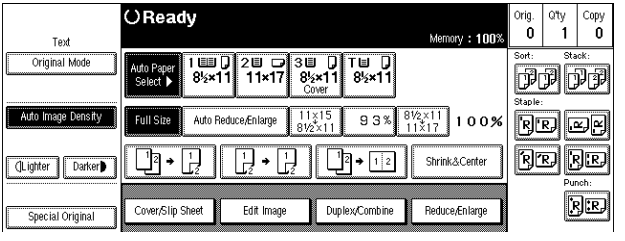
Note

❒ You can specify whether to make a copy on a cover sheet. If you select **[Copy]**, the first and last pages will be copied on the cover sheets. If you select **[Blank]**, a cover sheet will just be inserted before the first copy and another sheet after the last copy.

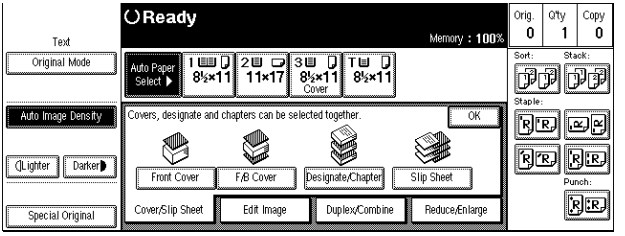
❒ When selecting **[Copy]**, select "1 Sided" or "2 Sided" for the side to be copied on. See "Cover Mode" in ⇒ P.205 *"Page Format $^1/_2$"*.

❒ When making a 1-sided front cover copy, you can specify to deliver the back cover side either face up or face down. See "Copy Back Cover" in ⇒ P.205 *"Page Format $^1/_2$"*.

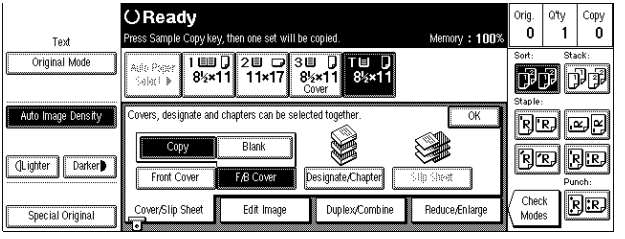
1 **Touch the [Cover/Slip Sheet] key.**



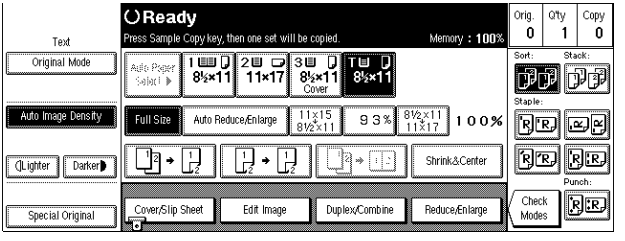
2 **Touch the [F/B Cover] key.**



3 **Select [Copy] or [Blank], and then touch the [OK] key.**



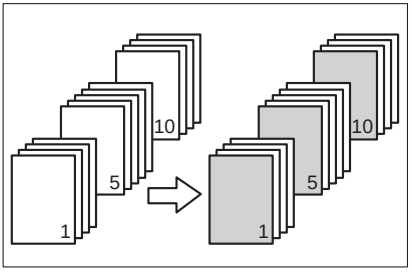
4 **Select the tray you use.**



5 **Set your originals in the document feeder, then press the [Start] key.**

Designate—Copying Designated Pages Of Originals Onto Slip Sheets

Use this function to have certain pages of your original copied onto slip sheets.



Limitation

❒ You cannot use this function with Slip Sheet mode.

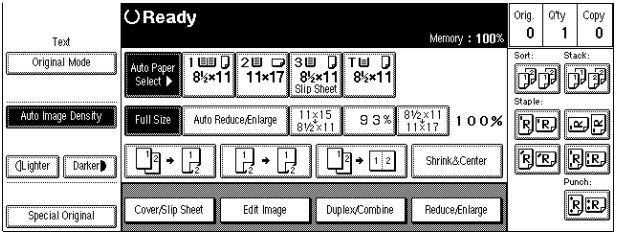
Note

❒ You can specify up to 20 page numbers.

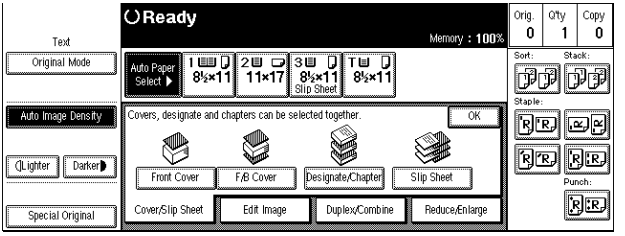
❒ When "1 Sided → 2 Sided" has been selected, the page numbers you designate will always be copied onto the front of copies in the same way as Chapters mode.

❒ Before using this function, set the special paper tray for slip sheets using the user tools. See "Paper Size Setting" and "Special Paper Indication" of the "System Settings" manual.

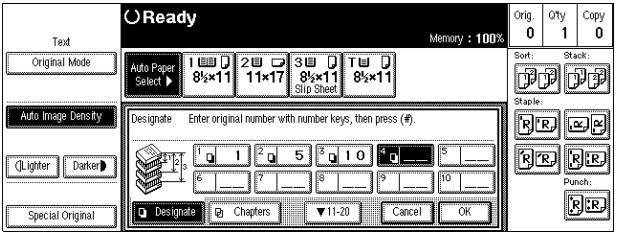
1 **Touch the [Cover/Slip Sheet] key.**



2 **Touch the [Designate/Chapter] key.**



3 **Enter the page number you want to copy onto a slip sheet with the 【Number】 keys. Then, press the 【#】 key.**



This display shows example settings.

Note

❒ To change the value entered, press the 【Clear/Stop】 key and enter the new value.

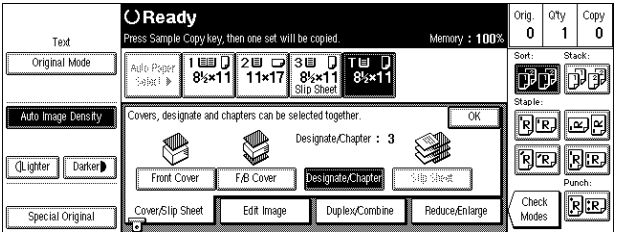
4 **To specify another page number, repeat Step 3.**

5 **When you wish to finish specifying page number (s), touch the [OK] key.**

Note

❒ To change the number entered, select the desired item, then enter the new number.

6 **Select the tray you wish to use.**

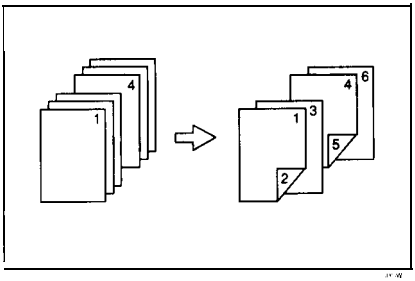


7 **Set your originals, then press the 【Start】 key.**

Chapters-Separating One-sided Originals Into Chapters OfTwo-sided Copies

The page numbers you specify with this function will appear on the front of copy sheets.

2



Limitation

❒ **You** cannot use this function with Slip Sheet mode.

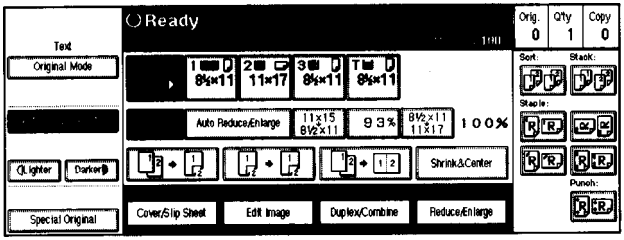
Note

❒ **You** can specify up to 20 page numbers.

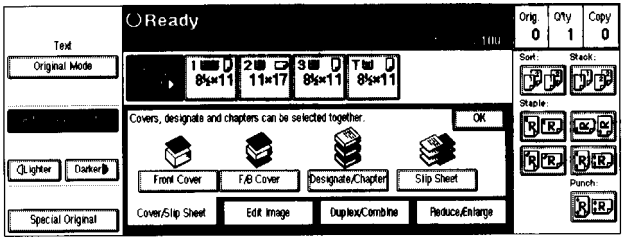
❒ Before selecting this function, touch the **[Duplex/Combine]** key and select "1 Sided" for original side, and "2 Sided" for copy side.

❒ This function can be combined with the Designate function.

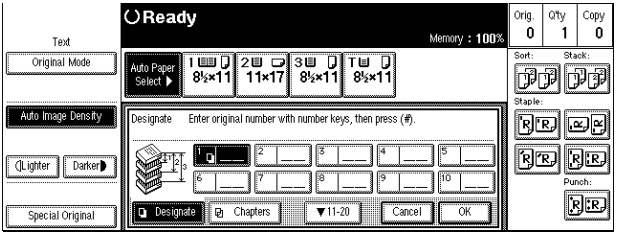
1 Touch the **[Cover/Slip Sheet] key.**



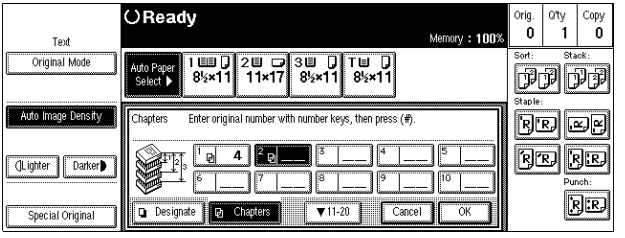
2 Touch the **[Designate/Chapter] key.**



3 **Touch the [Chapters] key.**



4 **Enter the page number of the first page of the first chapter with the 【Number】 keys. Then, press the 【#】 key.**



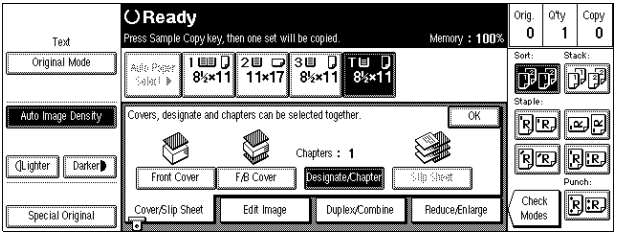
This display shows example settings.

Note

❒ To change the value entered, press the 【Clear/Stop】 key and enter the new value.

5 **To specify another page number, repeat Step 4.**

6 **When you finish specifying the page number (s), touch the [OK] key.**



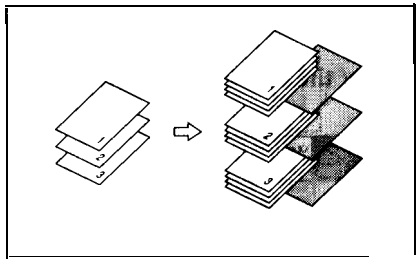
Note

❒ To change the number entered, select the desired item, then enter the new number.

7 **Set your originals, then press the 【Start】 key.**

Slip Sheet-Copying Or Inserting Slip Sheet

Every time the original's page changes, a slip sheet is inserted. This function can be used to insert a slip sheet automatically between every OHP transparencies copied or used as a stack function. You can also copy onto the inserted slip sheets.



Limitation

❒ **You** cannot use this function with Chapters and Paper Designate modes.

Note

❒ Before selecting this function, specify the paper tray for slip sheets. See "Special Paper Indication" of the "System Settings" manual.

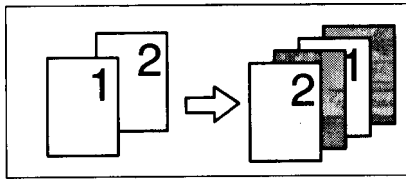
❒ Set the slip sheets in the same orientation as originals.

❒ You can specify whether to make copies onto the inserted slip sheets or not.

❒ If you do not copy onto slip sheets, they are excluded from the number of copies counted.

When using OHP transparencies set on the bypass tray

◆ Blank



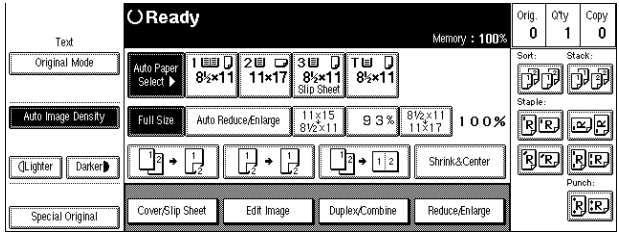
Limitation

❒ Press the 【#】 key and set the "Special Paper" setting to "OHP". See ⇒ P.62 *"When copying onto OHP transparencies or thick paper"*.

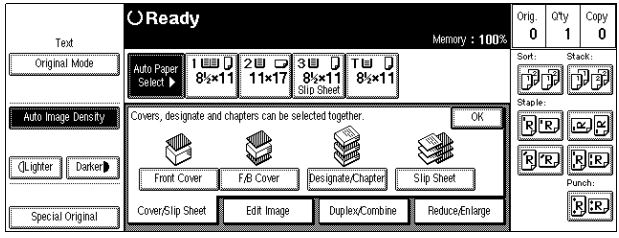
❒ When you select "OHP", copy paper is delivered face-up even if you have set the "Face Up/Down Selection in Bypass Mode" setting to "Face Down Exit." See "Face-Up/Down Selection in Bypass Mode" in ⇒ P.212 *"Count Manager"*.

❒ When copying two or more originals using the bypass tray, the copies are delivered in the reversed page order.

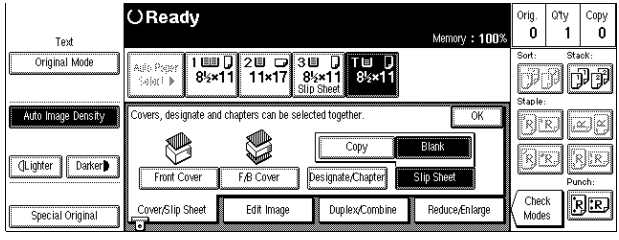
1 **Touch the [Cover/Slip Sheet] key.**



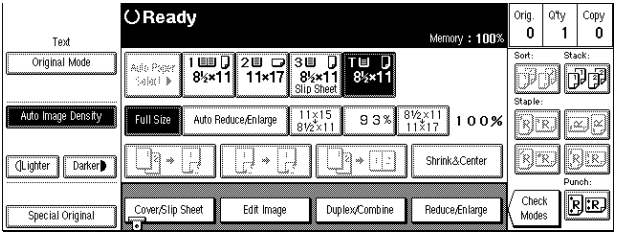
2 **Touch the [Slip Sheet] key.**



3 **Select [Copy] or [Blank], followed by the [OK] key.**



4 **Select a tray.**



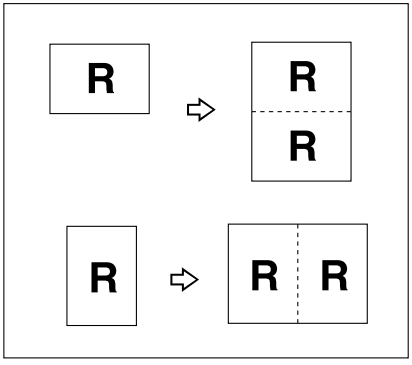
Note

❒ When using OHP transparencies, open the bypass tray.

5 **Set your originals, then press the 【Start】 key.**

Double Copies—Copying The Image Twice On One Page

The one original image is copied twice on one copy as shown in the illustration.



Limitation

❒ The following originals cannot be detected properly on the exposure glass. Be sure to select the copy paper manually or set the originals in the optional document feeder.

Metric version	A5⬓, B6⬒⬓
Inch version	$5^1/_2" \times 8^1/_2"$⬓

❒ You cannot use the bypass tray with this function.

Note

❒ You can insert separate lines between repeated images. See "Double Copies Separation Line" in ⇒ P.206 *"Page Format $^2/_2$"*.

❒ Refer to the following table when you select original and copy paper sizes with 100 % ratio:

❖ **Metric version**

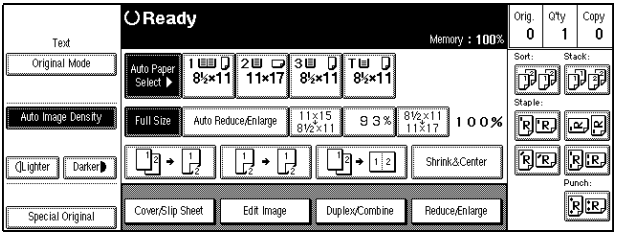
Original size and direction	Copy paper size and direction
A5⬓	A4⬒
B6⬓	B5⬒
A4⬒	A3⬓
A5⬒	A4⬓
B6⬒	B5⬓

❖ **Inch version**

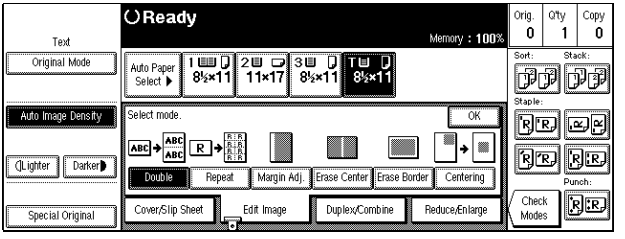
Original size and direction	Copy paper size and direction
$5^1/_2" \times 8^1/_2"$ ▭	$8^1/_2" \times 11"$ ▯
$5^1/_2" \times 8^1/_2"$ ▯	$8^1/_2" \times 11"$ ▭
$8^1/_2" \times 11"$ ▯	$11" \times 17"$ ▭

2

1 **Touch the [Edit Image] key.**



2 **Touch the [Double] key.**

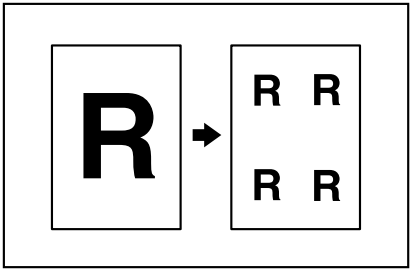


3 **Touch the [OK] key, then select the paper.**

4 **Set your originals, then press the [Start] key.**

Image Repeat—Repeating An Image Over The Entire Copy

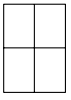
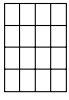
The original image is copied repeatedly.



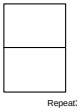
Note

❒ The number of repeated images depends on the original size, copy paper size, and reproduction ratio. Refer to the following table.

❖ **Original: $5^1/_2$" × $8^1/_2$" ▯/Copy paper: $8^1/_2$" × 11" ▯ or Original: $5^1/_2$" × $8^1/_2$"▭/ Copy paper $8^1/_2$" × 11"▭**

4 repeats (71 %)	16 repeats (35 %)
 Repeat1	 Repeat2

❖ **Original: $5^1/_2$" × $8^1/_2$" ▯/Copy paper: $8^1/_2$" × 11"▭ or Original: $5^1/_2$" × $8^1/_2$" ▭/ Copy paper $8^1/_2$" × 11" ▯**

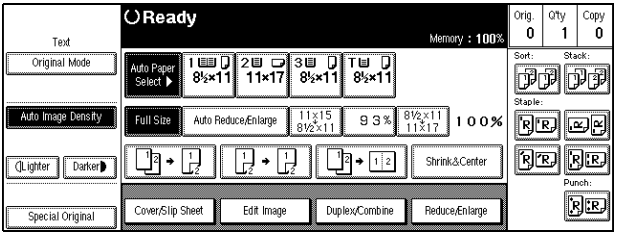
2 repeats (100 %)	8 repeats (50 %)
 Repeat3	Repeat4

❒ Part of a repeated image might not be copied depending on copy paper size, copy paper direction or reproduction ratio.

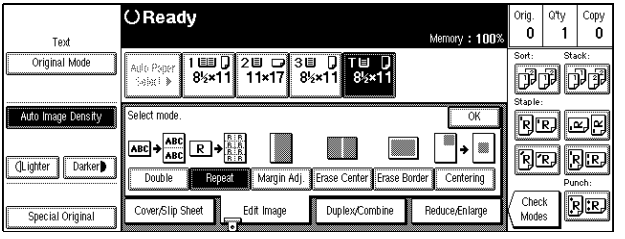
❒ You can insert separate lines between repeated images. See "Repeat Separation Line" in ⇒ P.206 *"Page Format $^2/_2$"*.

1 **Select the size of the copy paper and the reproduction ratio.**

2 **Touch the [Edit Image] key.**



3 **Touch the [Repeat] key.**

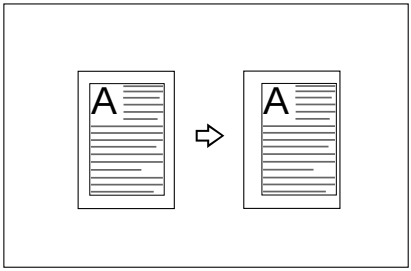


4 **Touch the [OK] key.**

5 **Set your original, then press the [Start] key.**

Margin Adjustment—Adjusting The Margin

You can shift the image either left or right to make a binding margin.



Limitation

❒ If you set too wide margin, areas you do not want to delete might be erased.

Note

❒ You can change the width of the binding margin as follows:

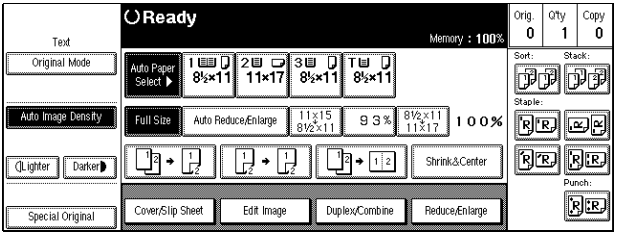
Metric version	0 – 30 mm (in 1 mm steps)
Inch version	0" – 1.0" (in 0.1" steps)

❒ The margin width default is as follows. You can change this default setting with the user tools. See "Front Margin: Left/Right" in ⇒ P.205 *"Page Format 1/2"*.

Metric version	• Front: 5 mm Left • Back: 5 mm Right
Inch version	• Front: 0.2" Left • Back: 0.2" Right

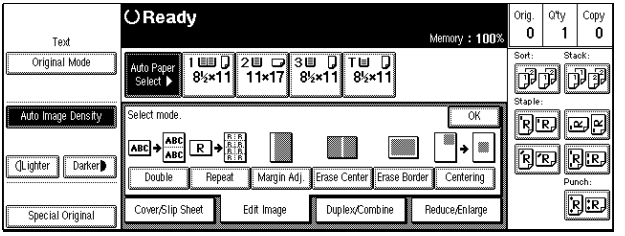
❒ When making two-sided copies from one-sided originals, you can set a binding margin for back pages. See "1 → 2 Duplex Auto Margin Adjust" in ⇒ P.205 *"Page Format 1/2"*.

1 **Touch the [Edit Image] key.**

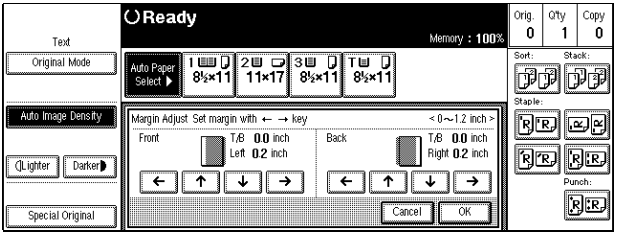


2

2 **Touch the [Margin Adj.] key.**



3 **Set a binding margin for a front page. Touch the [→] and [←] keys when setting the left and right margins, and the [↓] and [↑] keys when setting the top and bottom margins.**



Note

❒ To change the value entered, touch the **[←]**, **[→]**, **[↓]**, **[↑]** keys and enter the new value.

4 **Set a binding margin for back pages. Touch the [→] and [←] keys when setting the left and right margins, and the [↓] and [↑] keys when setting the top and bottom margins.**

Note

❒ You can specify the back margin only when the Duplex or the Two Sided copy with Combine is selected.

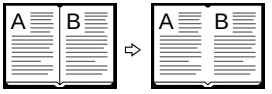
❒ If you do not need to specify the back margin, touch the **[OK]** key and go to Step **5**.

5 **Set your originals, then press the [Start] key.**

Erase Center/Border—Erasing The Center And The Border

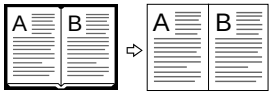
This function erases the center and/or all four sides of the original image, such as book originals.

❖ **Erase Center**



CenterEE

❖ **Erase Border**



BorderEE

There are two types in this function:

❖ **Center**
This mode erases the center margin of the original image.

❖ **Border**
This mode erases the surrounding area of the original image.

Note

❒ You can change the width of the erased margin as follows:

Metric version	3 – 50 mm (in 1 mm steps)
Inch version	0.1" – 2.0" (in 0.1" steps)

❒ The default setting of the erased margin is as follows. You can change this settings with the user tools. See "Erase Border" in ⇒ P.205 *"Page Format $^{1}/_{2}$"* and "Erase Center" in ⇒ P.206 *"Page Format $^{2}/_{2}$"*.

Metric version	10 mm
Inch version	0.4"

❒ The width of the erased margin varies depending on the reproduction ratio.

❒ If the size of the original is different from sizes listed in the following chart, the erased margin might be shifted.

❖ **Metric version**

Where original is set	Paper size and orientation
Exposure glass	A3□, B4□, A4▯□, B5▯□, 8 1/2" × 13"□ *1
Document feeder	A3□, B4□, A4▯□,B5▯□,A5▯□, B6▯□, 11" × 17"□, 11" × 15"□, 8 1/2" × 11"▯□, 8 1/2" × 13"□ *1

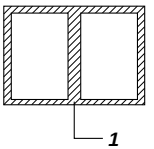
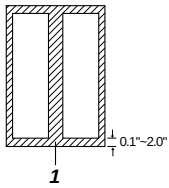
*1 You can select from 8 1/2" × 13", 8 1/4" × 13" and 8" × 13" using the user tool (system settings). See "<F/F4> Size Setting" of the "System Settings" manual.

❖ **Inch version**

Where original is set	Paper size and orientation
Exposure glass	11" × 17"□, 8 1/2" × 14"□, 8 1/2" × 11"▯□
Document feeder	A4▯□, 11" × 17"□, 11" × 15"□, 8 1/2" × 14"□, 8 1/2" × 11"▯□, 5 1/2" × 8 1/2"▯□, 8 1/2" × 13"□ *1

*1 You can select from 8 1/2" × 13", 8 1/4" × 13" and 8" × 13" using the user tool (system settings). See "<F/F4> Size Setting" of the "System Settings" manual.

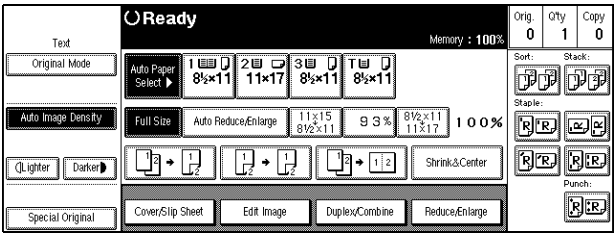
❒ The position of the margin to be erased is determined according to the original size and reproduction ratio.

□ copy paper	▯ copy paper
	

1: Erased part

❒ You can use the Erase Center and Erase Border functions together.

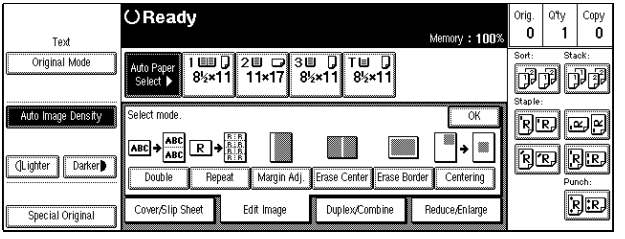
1 **Touch the [Edit Image] key.**



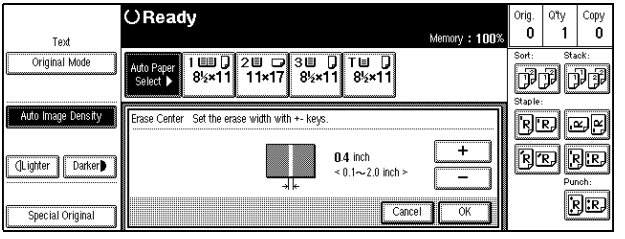
2 Select the part to be erased.

Erase Center

❶ **Touch the [Erase Center] key.**



❷ **Set the center width with the [+] [−] keys. Then touch the [OK] key.**

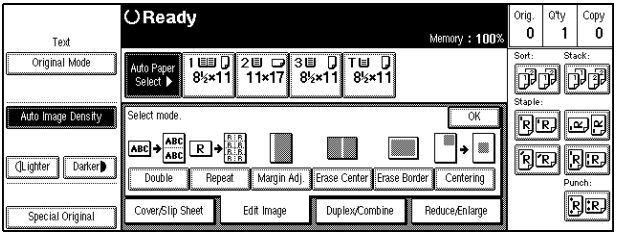


Note

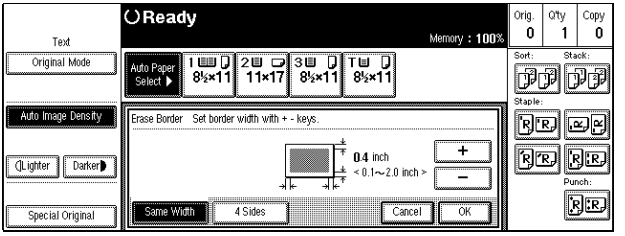
❒ To change the value entered, press the **[+] [−]** keys and set the new value.

Erase Border (Setting with the same width)

❶ **Touch the [Erase Border] key.**



❷ **Touch the [Same Width] key.**



❸ **Set an erase border width with the [+] and [−] keys, followed by the [OK] key.**

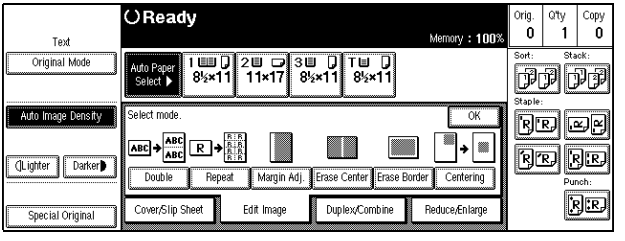
Note

❒ To change the erase border width entered, press the **[+]** and **[−]** keys and enter the correct erase border width.

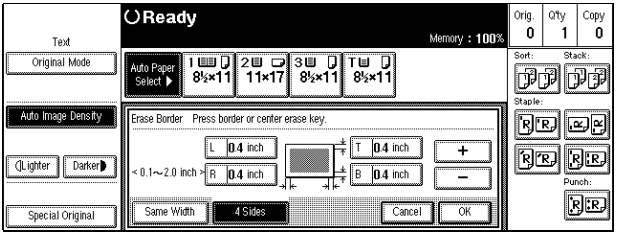
❒ If you have incorrectly set the width, correct it by touching the **[+]** and **[−]** keys.

Erase Border (Separately setting the top and bottom and left and right borders)

❶ **Touch the [Erase Border] key.**



❷ **Touch the [4 Sides] key.**



❸ **Touch the key for the border you wish to change and set an erase width with the [+] and [−] keys.**

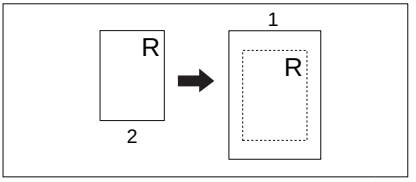
To change the erase border width entered, touch the **[+]** and **[−]** keys and enter the correct erase border width.

❹ **Touch the [OK] key.**

3 **Set your originals, then press the [Start] key.**

Centering

You can make copies by moving the image to the center of the copy paper.



1. **"Center"**
2. **Full**

Limitation

- ❒ You cannot use the bypass tray with this function.
- ❒ If the direction of originals is different from that of the copy paper, the machine will not rotate the image by 90°(rotate-copy).
- ❒ If the original size cannot be measured, the centering function will not work.

Note

- ❒ The original sizes and directions for centering are listed below.

❖ **Metric version**

Original placed on:	Paper size and direction
Exposure glass	A3□, B4□, A4□□, B5□□, $8^1/_2$" × 13" □ *1
Document feeder	A3□, B4□, A4□□, B5□□, A5□□, B6□□, 11" × 17"□, 11" × 15"□, $8^1/_2$" × 11"□□, $8^1/_2$" × 13"□ *1

*1 You can select from $8^1/_2$" × 13", $8^1/_4$" × 13" and 8" × 13" using the user tool (system settings). See "<F/F4> Size Setting" of the "System Settings" manual.

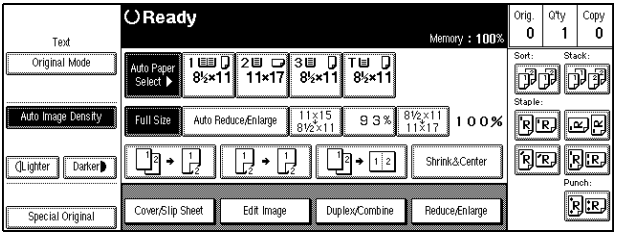
❖ **Inch version**

Original placed on:	Paper size and direction
Exposure glass	11" × 17"□, $8^1/_2$" × 14"□, $8^1/_2$" × 11"□□
Document feeder	A4□□, 11" × 17"□, 11" × 15"□, $8^1/_2$" × 14"□, $8^1/_2$" × 11"□□, $5^1/_2$" × $8^1/_2$"□□, $8^1/_2$" × 13"□ *1

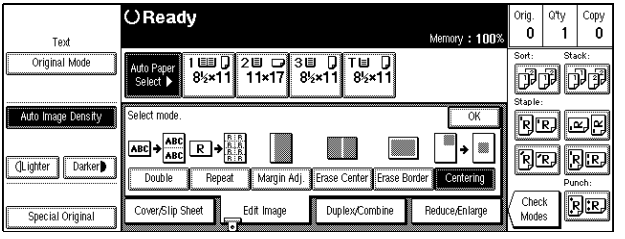
*1 You can select from $8^1/_2$" × 13", $8^1/_4$" × 13" and 8" × 13" using the user tool (system settings). See "<F/F4> Size Setting" of the "System Settings" manual.

1 **Select paper.**

2 **Touch the [Edit Image] key.**



3 **Touch the [Centering] key.**



4 **Touch the [OK] key.**

5 **Set your originals, then press the [Start] key.**

Combination Chart

The combination chart given below shows which modes can be used together. When you read the chart, please refer to the following table.

☆	means that these modes can be used together.
→	means that these modes cannot be used together. The mode after you select will be the mode you're working in.
×	means that these modes cannot be used together. The mode before you select will be the mode you're working in.

The following shows the combinations of functions.

		Mode after you Select																																				
		Batch (SADF)	Mixed Sizes	Selecting Copy Paper	Auto Paper Select	Auto Reduce/Enlarge	Sort	Rotate Sort	Stack	Staple	Punch	Copying From The Bypass Tray	Preset Reduce/Enlarge	Shrink&Center	Zoom	Size Magnification	Duplex	Combine	Book	Book→1 Sided	2 Sided→1 Sided	1 Sided→2 Sided	2 Sided→2 Sided	Booklet	Magazine	Cover/Slip Sheet	Cover/Designate/Chapters	Slip Sheet	Edit Image	Double	Repeat	Margin Adjust	Erase Center/Border	Centering
Mode before you select	Batch (SADF)	--	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
	Mixed Sizes	❍	--	❍	❍	❍	❍	×	❍	×	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	×	❍	❍	×	❍	×	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
	Selecting Copy Paper	❍	❍	--	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
	Auto Paper Select	❍	❍	❍	--	→	❍	❍	❍	❍	❍	→	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	→	❍	→	❍	→	❍	❍	❍	❍	❍	❍	❍
	Auto Reduce/Enlarge	❍	❍	❍	→	--	❍	❍	❍	❍	❍	×	→	❍	→	→	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	→	❍	❍	❍	❍	❍	❍	❍
Mode before you select	Sort	❍	❍	❍	❍	❍	--	→	→	❍	❍	×	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	×	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
	Rotate Sort	❍	×	❍	❍	❍	→	--	×	×	×	×	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	×	×	❍	❍	❍	❍	❍	❍	❍	❍	❍
	Stack	❍	❍	❍	❍	❍	❍	→	×	--	→	❍	×	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
	Staple	❍	×	❍	❍	❍	❍	❍	×	→	--	❍	×	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	×	❍	❍	❍	❍	❍	❍	❍	❍	❍
	Punch	❍	❍	❍	❍	❍	❍	❍	❍	❍	--	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
Mode before you select	Copying From The Bypass Tray	❍	❍	❍	→	×	×	×	×	×	❍	--	❍	×	❍	❍	×	×	❍	❍	❍	×	×	×	×	×	❍	×	❍	×	❍	❍	❍	❍	❍	❍	❍	❍	×
	Preset Reduce/Enlarge	❍	❍	❍	❍	→	❍	❍	❍	❍	❍	❍	--	❍	→	→	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
	Shrink&Center	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	×	❍	--	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
	Zoom	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	→	❍	--	→	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
	Size Magnification	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	→	--	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
	Duplex	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	×	❍	❍	❍	❍	--	→	❍	→	→	→	→	→	→	→	❍	×	❍	×	❍	❍	❍	❍	❍	❍	❍	❍
	Combine	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	×	❍	❍	❍	❍	→	--	→	→	→	→	→	→	→	→	×	×	×	×	❍	×	❍	❍	❍	❍	❍	❍

| Mode before you select | | | Mode after you Select | | |

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3. WHAT TO DO IF SOMETHING GOES WRONG

If Your Machine Does Not Operate As You Want

Message

Machine's Condition	Problem/Cause	Action
The machine instructs you to wait.	The machine is warming up.	Wait for the machine to warm-up. **Reference** You can use Auto Start mode during warm-up period. See ⇒ P.69 *"Auto Start—Entering Copy Job Settings During The Warm-up Period"*.
	Copy paper is moving in the tray 1 (Tandem Tray).	Wait for the machine.
The machine cannot detect the original size.	Improper original is set. See ⇒ P.19 *"Sizes Difficult To Detect"*.	Set non-standard size original on the exposure glass.
		Input the both horizontal and vertical sizes of the non-standard original. See ⇒ P.29 *"Setting Originals On The Exposure Glass"*.
		Select paper manually, not in Auto Paper Select mode.
		Do not use Auto Reduce/ Enlarge mode.
	Original is not set.	Set your originals.
The machine instructs you to check the original direction.	There is no copy paper that is the same direction as the originals.	Set the original in the same direction as the copy paper.
The machine instructs you to check paper size.	Improper original size is set.	Select the proper paper size.
The machine cannot perform rotate-sorting for this paper size.	The size of paper for which no rotate-sorting is available is selected.	Select the proper paper size. ⇒ P.47 *"Sort—Sorting Into Sets (123, 123, 123)"*.

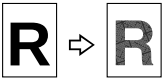
Machine's Condition	Problem/Cause	Action
Staple mode has been reset.	The paper size was changed during stapling.	You can only staple paper of the same size. Select the paper of the same size.
The number of sheets that can be stapled has been exceeded.	--	Check the stapler capacity. See ⇒ P.51 *"Staple"*.
The machine cannot staple this size paper.	--	Select the proper paper size that can be used in Staple mode. See ⇒ P.51 *"Staple"*.
This paper is not available in Duplex mode.	A paper size not available in Duplex mode has been selected.	Select a paper size that can be used in Duplex mode. See ⇒ P.88 *"Duplex—Making Two-Sided Copies"*.
You cannot enter the desired copy set number.	The number of copies exceeds the maximum copy quantity.	You can change the maximum copy quantity that you can make at a time. See " Maximum copy quantity" in ⇒ P.201 *"General Features 2/3"*.

Display

Problem	Cause	Action
The panel display is off.	The screen contrast knob is turned to the dark position.	Set the screen contrast knob to the light position for proper viewing of the panel display.
	The machine is in Energy Saver mode.	Press the **【Clear Modes/Energy Saver】** key to cancel Energy Saver mode.
	The operation switch is turned off.	Turn on the operation switch.
Nothing happens when the operation switch is turned on.	The main power switch is turned off.	Turn on the main power switch. See ⇒ P.4 *"Guide To Components"*.

If You Cannot Make Clear Copies

Problem	Cause	Action
Copies appear dirty.	The image density is too dark.	Adjust the image density. ⇒ P.36 *"Adjusting Copy Image Density"*.
	Auto Image Density is not selected.	Select Auto Image Density.
The reverse side of an original image is copied.	The image density is too dark.	Adjust the image density. ⇒ P.36 *"Adjusting Copy Image Density"*.
	Auto Image Density is not selected.	Select Auto Image Density.
A shadow appears on copies if you use the pasted originals.	The image density is too dark.	Adjust the image density. ⇒ P.36 *"Adjusting Copy Image Density"*.
		Change the direction of the original.
		Put mending tape on the pasted part.
The same copy area is dirty whenever making copies.	The exposure glass or document feeder belt is dirty.	Clean them. ⇒ P.219 *"Maintaining Your Machine"*.
Copies are too light.	The image density is too light.	Adjust the image density. ⇒ P.36 *"Adjusting Copy Image Density"*.
	Damp or rough grain paper is used.	Use dry paper without rough grain.
	Toner cartridge is almost empty.	Add toner. ⇒ P.172 *"Adding Toner"*.
Parts of the image are not copied.	The original is not set correctly.	Set originals correctly. ⇒ P.29 *"Setting Originals"*.
	An improper paper size is selected.	Select the proper paper size.
Copies are blank.	The original is not set correctly.	Set originals correctly. ⇒ P.29 *"Setting Originals"*

Problem	Cause	Action
A moire pattern is produced on copies. 	Your original has dot pattern image or many lines.	Place the original on the exposure glass at a slight angle.

If You Cannot Make Copies As You Want

Problem	Cause	Action
Copies are not stapled.	There are jammed staples in the stapler.	Remove jammed staples. See ⇒ P.188 *"Removing Jammed Staples"*. **Note** ❒ After removing jammed staples, staples might not be ejected the first few times you try to use the stapler.
	The number of copies exceeds the capacity of the stapler.	Check the stapler capacity. See ⇒ P.51 *"Staple"*.
Staples are wrongly positioned.	Originals are not set correctly.	Set originals correctly. See ⇒ P.51 *"Staple"*.
Misfeeds occur frequently.	Copy paper size setting is not correct.	Set the proper paper size. See ⇒ P.182 *"Changing The Paper Size"*.
You cannot combine several functions.	Selected functions cannot be used together.	Refer to the combination chart. See ⇒ P.156 *"Combination Chart"*.
When sorting, the pages are divided into two blocks.	The memory became full in the middle of sorting and the pages were ejected in two blocks.	You can interrupt the copying when the memory becomes full. See "Memory Full Auto Scan Restart" in ⇒ P.210 *"Input Output"*.

Adjust Image

Problem	Cause	Action
In Double Copies mode, parts of the original image are not copied.	Combination of original and copy paper is not correct.	Select the proper original and copy paper. See ⇒ P.143 *"Double Copies—Copying The Image Twice On One Page"*.

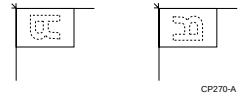
Problem	Cause	Action
In Center/Border mode, parts of the original image are not copied.	You set the wide erased margin.	Set the narrow margin with the user tools. See "Erase Border" in ⇒ P.205 *"Page Format 1/2"* and "Erase Center" in ⇒ P.206 *"Page Format 2/2"*.
	Your original has narrow margins on four sides.	
In Margin Adjustment mode, parts of the original image are not copied.	You set the wide erased margin.	Set the narrow margin with the user tools. See "Front Margin: Left/Right" and "Back Margin: Left/Right" in ⇒ P.205 *"Page Format 1/2"*.
In Image Repeat mode, the original image is not copied repeatedly.	You selected the same size copy paper as originals, and did not select the proper reproduction ratio.	Select copy paper larger than the originals.
		Select the proper reproduction ratio.

Combine

Problem	Cause	Action
You cannot make a book from a booklet or magazine by folding copies.	Combine Original Booklet Format or Combine Original Magazine Format is not correct.	Change the setting.⇒ P.95 *"Combine—Combining Originals Into One Copy"*
Parts of the image are not copied.	You specified an improper reproduction ratio that does not meet the sizes of your originals and copy paper.	When you specify a reproduction ratio using Manual Paper Select mode, make sure the ratio matches your originals and the copy paper. **Note** ❒ Select the correct reproduction ratio before using Combine mode.
	Your originals are not identical in size and direction.	Use originals that are identical in size and direction.

Problem	Cause	Action
Order of copies is not correct.	You set originals in the incorrect order.	When setting a stack of original in the document feeder, the last page should be on the bottom.
		If you set an original on the exposure glass, start with the first page to be copied.

Duplex

Problem	Cause	Action
Order of copies is not correct.	You set originals in the incorrect order.	When setting a stack of originals in the document feeder, the last page should be on the bottom.
		If you set an original on the exposure glass, start with the first page to be copied.
Orientation of copies (Top to Top, or Top to Bottom) is not correct.	You set originals in an incorrect direction or the orientation setting is incorrect.	Select the correct orientation, or set originals correctly. ⇒ P.88 *"Duplex—Making Two-Sided Copies"* **Note** ❒ If you set A3, 11" × 17" or B4, $8^1/_2$" × 14" originals as shown below, select **[Top to Bottom]** to make copies in "Top to Top" orientation. Or select **[Top to Top]** to make copies in "Top to Bottom" orientation.  CP270-A

Loading Paper

Note

❒ If you want to change the paper size of the tray 2 (550-sheet tray), see ⇒ P.95 *"Combine—Combining Originals Into One Copy"*.

Reference

Regarding paper types and size that can see ⇒ P.95 *"Combine—Combining Originals Into One Copy"*.

Tray 1 (Tandem Tray)

Important

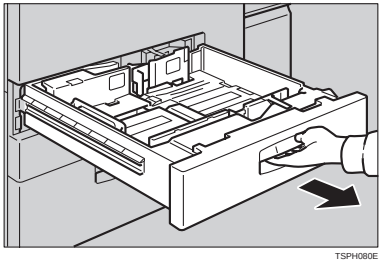
❒ When the paper on the right side in tray 1 runs out, the paper on the left side will automatically move to the right side. While the paper on the left side is moving, the machine instructs you to wait. At this time, do not pull out the tray.

Note

❒ You can supply paper even while you are making copies using the paper in tray 1. During copying, you can pull out the left half of the tray.

❒ Prepare paper of the same size as that loaded in the right of the tray. Load it in the left side in the same direction.

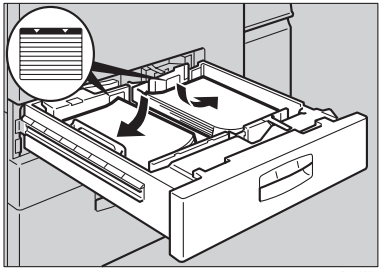
1 Pull out the paper tray until it stops.



TSPH080E

2 Square the paper and set it in the tray.

❖ **When the whole tray is pulled out:**

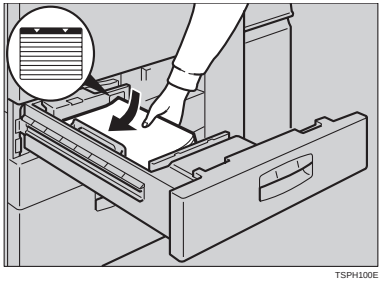


TSPH090E

Important

❒ Push the right paper to the right side, and the left paper to the left side.

❖ **When the left half of the tray is pulled out:**



TSPH100E

Important

❒ Do not stack paper over the limit mark.

❒ Make sure that the paper stack is flush with the left side fence.

Note

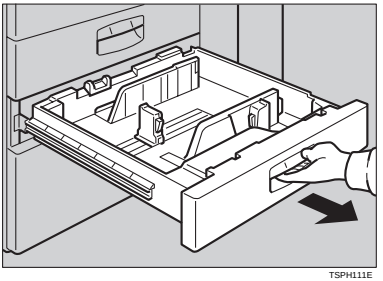
❒ Shuffle the paper before placing it in the tray.

❒ Correct the paper, if curled or warped, before placing it in the tray.

3 **Push the paper tray in until it stops.**

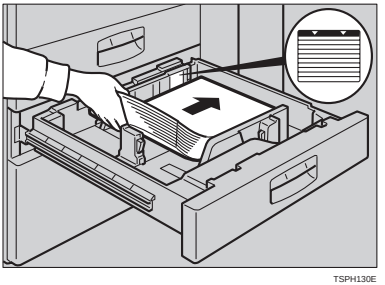
Tray 2 (550-sheet Tray)

1 **Pull out the paper tray until it stops.**



TSPH111E

2 **Square the paper and set it in the tray.**



TSPH130E

Important

- ❒ Do not stack paper over the limit mark.
- ❒ Make sure that the paper stack is flush with the right side fence.

Note

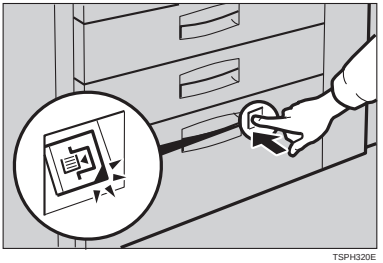
- ❒ Shuffle the paper before placing it in the tray.
- ❒ Correct the paper, if curled or warped, before placing it in the tray.

3 **Push the paper tray in until it stops.**

Tray 3 (1500-sheet large capacity tray)

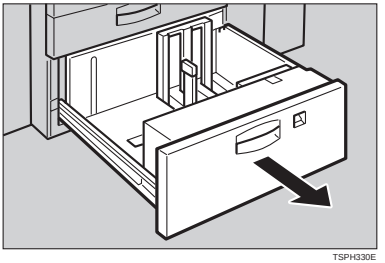
1 **If the [Down] key is not lit, press it to lower the bottom plate.**

The key will blink while the bottom plate is moving down.



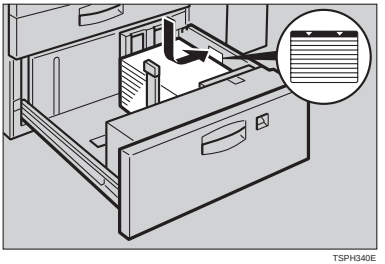
TSPH320E

2 **After the [Down] key stops blinking and lights, pull the tray all the way out.**



TSPH330E

3 **Load paper into the tray.**



TSPH340E

Important

- ❒ Do not stack paper over the limit mark.
- ❒ Do not place papers or objects in the vacant place on the left side of the paper tray.

Note

❒ Load paper with the copy side down.

❒ The paper stack must be flush with the right side fence.

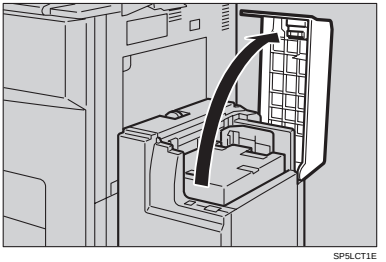
4 **Push the tray in gently until it stops.**

Note

❒ Make sure that the 【Down】 key goes off and the 【Start】 key turns green.

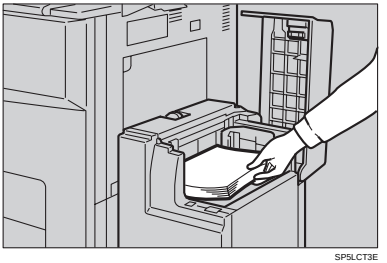
Optional 3500-sheet Large Capacity Tray

1 **Open the top cover.**



SP5LCT1E

2 **Place the paper in the tray along the edge on the left.**



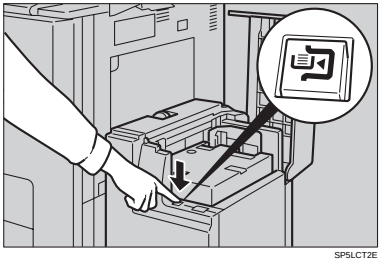
SP5LCT3E

Note

❒ Load up to about 500 sheets of paper in the tray.

3 **Press the 【Down】 key.**

The key blinks while the bottom plate is moving down.



SP5LCT2E

4 **Load paper by repeating steps 2 and 3.**

Note

❒ The tray can hold up to 3,500 sheets.

5 **Close the top cover.**

Adding Toner

When is displayed, it is time to supply toner.

⚠ ***WARNING:***

- ***Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of the used toner containers according to local regulations for plastics.***

⚠ ***CAUTION:***

- *Do not eat or swallow toner.*
- *Keep toner (used or unused) and toner containers out of reach of children.*

⚠ ***CAUTION:***

- *This machine has been tested for safety using this supplier's parts and consumables. We recommend you only use these specified supplies.*

Important

❒ If you use toner other than that recommended, a fault might occur.

❒ When adding toner, do not turn off the operation switch. If you do, your settings are cleared.

❒ Always add toner after the machine instructs you to add toner.

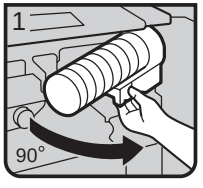
❒ Do not use used toner. This will damage the machine.

Note

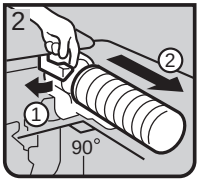
❒ You can still make about 1,000 copies after the appears, but replace the toner early to prevent poor copy quality.

Reference

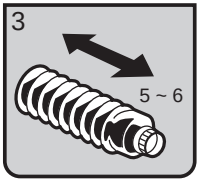
Regarding toner storage, see ⇒ P.25 *"Toner Storage"*.



- 1: Open the front cover of the machine.
- 2: Pull out the lever under the toner bottle toward you 90°.



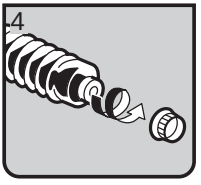
- 3: Pull the green lever, and gently pull out the toner bottle.



- 4: Hold a new bottle horizontally and shake it 5 or 6 times.

Note

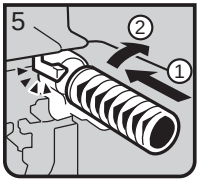
❒ Do not remove the cap when shaking.



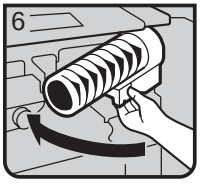
- 5: Remove the outer cap.

Note

❒ Do not remove the inner cap.

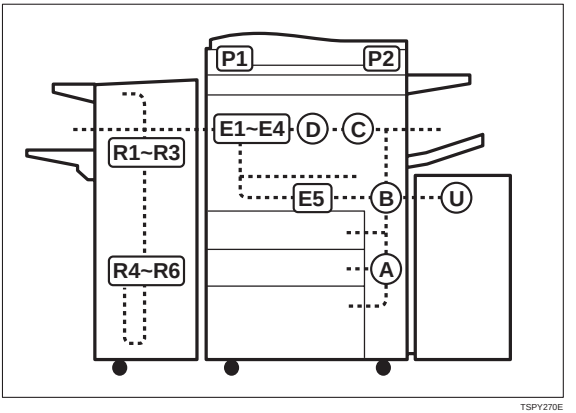


- 6: Place the toner bottle in position, turn it clockwise, then return the green lever.



- 7: Return the lever under the toner bottle to its original position.
- 8: Close the front cover of the machine.

Clearing Misfeeds



TSPY270E

⚠ ***CAUTION:***

- *When removing misfed paper, do not touch the fusing section because it could be very hot.*

Important

- ❒ When clearing misfeeds, do not turn off the operation switch. If you do, your copy settings are cleared.
- ❒ To prevent misfeeds, do not leave any torn scraps of paper within the machine.
- ❒ If paper misfeeds occur repeatedly, contact your service representative.

Note

- ❒ More than one misfed areas may be indicated. In this case, check every applicable area. Refer to the following charts: A, B, C, D, E1–E5, P1, P2, U, R (R1 – R6)
- ❒ You can find a sticker explaining how to remove misfed paper inside of the front cover or inside of the finisher.

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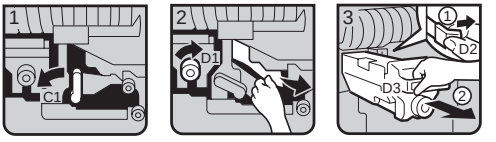
When D is lit

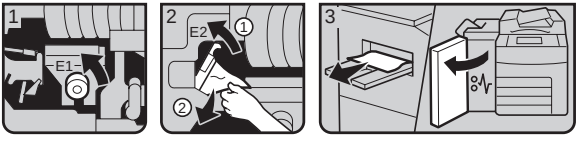


① Open the front cover.
② Push lever C1 to the left.

③ Turn knob D1 clockwise and remove misfed paper.

④ While pushing lever D2, hold knob D3 and pull out the fuser unit.

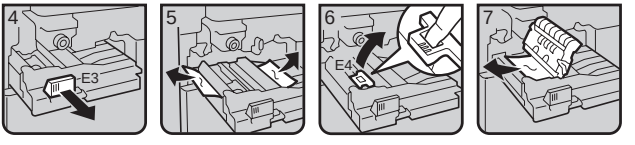
When E_1 - E_4 are lit



① Open the front cover.
② Turn knob E1 counterclockwise a few times.

③ Hold up handle E2 and remove misfed paper.

④ Remove misfed tray from the output tray side. (When the finisher is installed, open the front cover and remove misfed paper.)



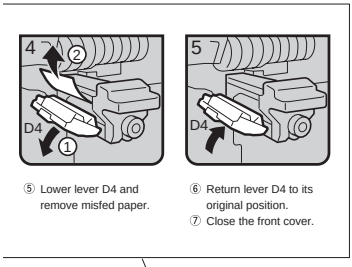
⑤ Pull handle E3 and fully pull out the duplex unit.

⑥ Remove paper if seen.

⑦ Hold up lever E4.

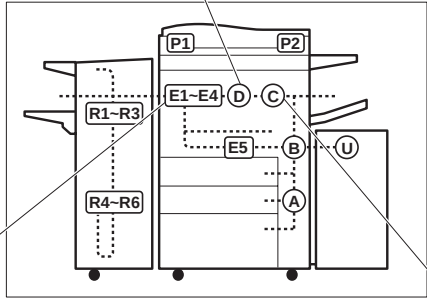
⑧ Remove misfed paper.
⑨ Close the front cover.

TSPY281E

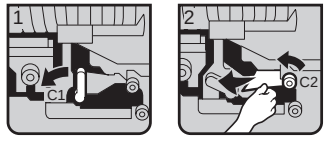


⑤ Lower lever D4 and remove misfed paper.

⑥ Return lever D4 to its original position.
⑦ Close the front cover.



When C is lit

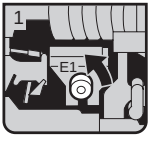


① Open the front cover.
② Push lever C1 to the eleft.

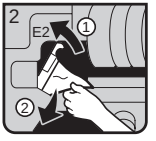
③ Turn knob C2 counterclockwise and remove misfed paper.
④ Close the front cover.

TSPY282E

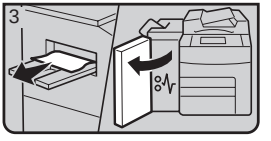
Whe E is lit



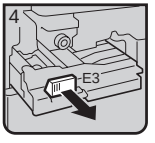
① Open the front cover.
② Turn knob E1 counterclockwise a few times.



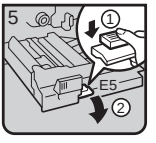
③ Hold up lever E2 and remove misfed paper.



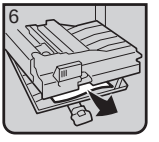
④ Remove misfed tray from the output tray side. (When the finisher is installed, open the front cover and remove misfed paper.)



⑤ Pull handle E3 and fully pull out the duplex unit.

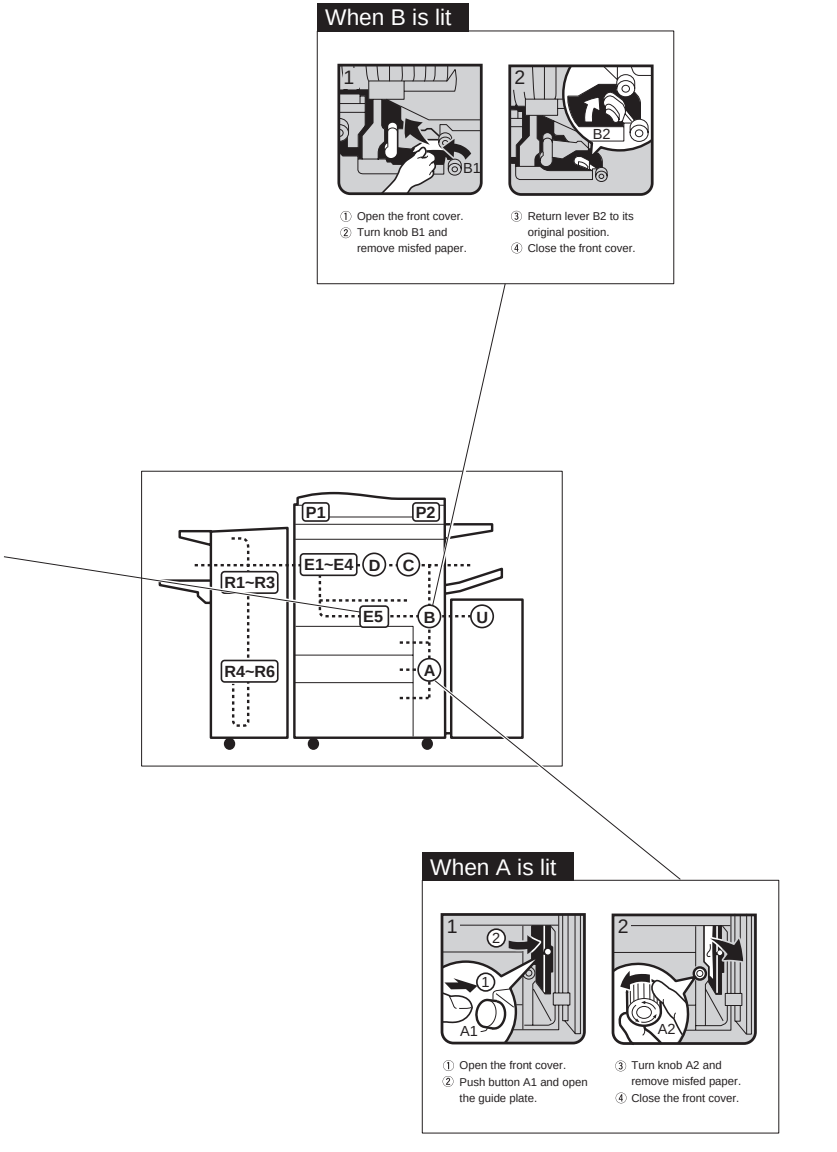


⑥ Hold down handle E5.



⑦ Remove misfed paper.
⑧ Return handle E5 to its original position.
⑨ Close the front cover.

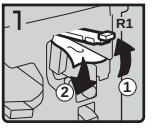
TSPY291E


When B is lit
1
B1
2
B2
① Open the front cover.
② Turn knob B1 and remove misfed paper.
③ Return lever B2 to its original position.
④ Close the front cover.
P1
P2
E1~E4
D
C
R1~R3
E5
B
U
R4~R6
A
When A is lit
1
2
A1
A2
① Open the front cover.
② Push button A1 and open the guide plate.
③ Turn knob A2 and remove misfed paper.
④ Close the front cover.

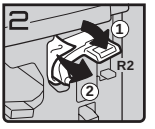
TSPY292E

When R is lit

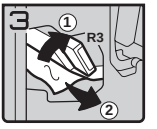
When R1,R2 or R3 is lit



① Open the front cover of the machine.
② Hold up handle R1 and remove misfed paper.

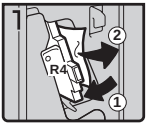


③ If you cannot remove misfed paper, hold down handle R2 and remove misfed paper.

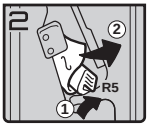


④ Hold up handle R3 and remove misfed paper.
⑤ Close the front cover of the machine.

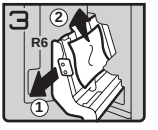
When R4,R5 or R6 is lit



① Open the front cover of the machine.
② Hold down handle R4 and remove misfed paper.

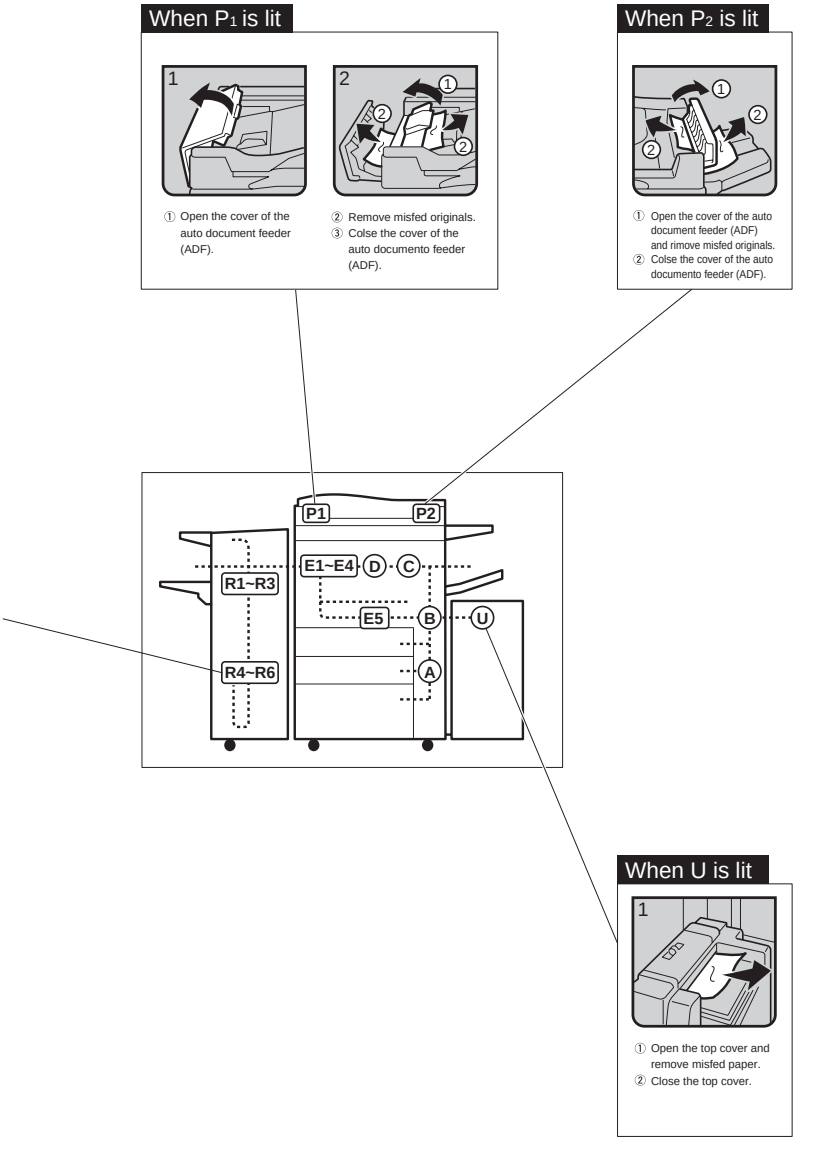


③ If you cannot remove misfed paper, hold up handle R5 and remove misfed paper.



④ Pull handle R6 and pull out the staple unit, then remove misfed paper.
⑤ Close the front cover of the machine.

TSPY301E


When P1 is lit
1
2
① Open the cover of the auto document feeder (ADF).
② Remove misfed originals.
③ Colse the cover of the auto documento feeder (ADF).
When P2 is lit
① Open the cover of the auto document feeder (ADF) and rimove misfed originals.
② Colse the cover of the auto documento feeder (ADF).
P1
P2
E1~E4
D
C
R1~R3
E5
B
U
R4~R6
A
When U is lit
1
① Open the top cover and remove misfed paper.
② Close the top cover.

TSPY302E

Changing The Paper Size

Important

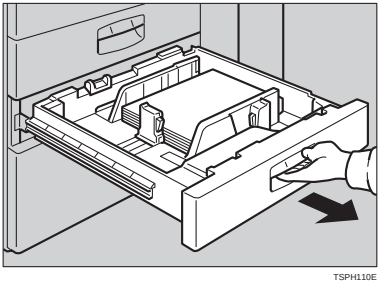
❒ Make sure to select paper size with the user tools. Otherwise, misfeeds might occur.

Reference

For paper sizes, weight, and capacity that can be set in each tray, see ⇒ P.21 *"Copy Paper"*.

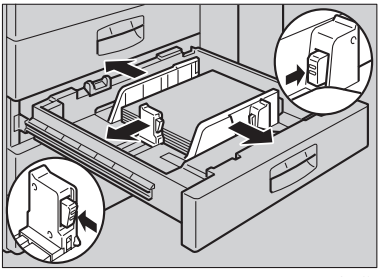
Tray 2 (550-sheet tray)

1 Make sure that the paper tray is not being used. Then fully pull out the tray.



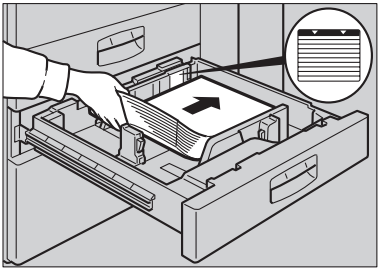
TSPH110E

2 While pushing the release lever, adjust the side fences and back fence to the new paper size.



TSPH120E

3 **Square the paper and set it in the tray.**



TSPH130E

Important

❒ Do not set the paper exceeding the paper capacity.

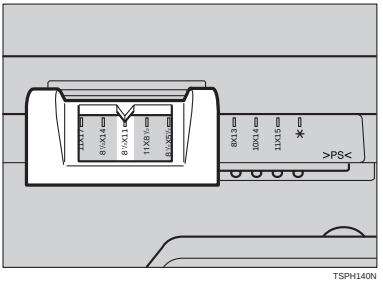
❒ Make sure that the paper stack is flush with the right side fence.

Note

❒ Shuffle the paper before placing it in the tray.

❒ Correct the paper, if curled or warped, before placing it in the tray.

4 **Set the paper size selector at the innermost part of the tray to the new paper size.**



TSPH140N

To adjust the paper size to one not available with the paper size selector

❶ **Set the paper size selector knob to the ✱ mark on the right.**

❷ **Press the 【User Tools/Counter】 key.**

❸ **Touch the [System Settings] key.**

❹ **Touch the [Paper Size Setting] key.**

❺ **Touch the [Tray 2: Paper Size Setting] key.**

❻ **Select your desired size. Then, touch the [OK] key.**

❼ **Touch the [Exit] key or press the 【User Tools/Counter】 key to exit the user tools.**

Reference

For details, see "User Tools (System Settings)" of the "System Settings" manual.

5 **Push the paper tray until it stops.**

6 **Check the paper size displayed on the panel display.**

Changing the paper sizes of tray 1 (tandem tray), tray 3 (1500-sheet large capacity tray)

Note

❒ The fences of tray 1 (tandem tray) and tray 3 (1500-sheet large capacity tray) are fixed on the default A4, $8^1/_2$" × 11" settings. To change the paper size for these trays, contact your service representative.

Changing the paper sizes of the optional 3500-sheet large capacity tray

Note

❒ The fence of the optional 3500-sheet large capacity tray is fixed on the default A4, $8^1/_2$" × 11" settings. To change the paper size of this tray, contact your service representative.

Adding Staples

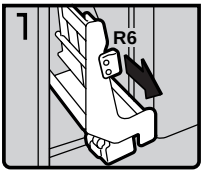
⚠ ***CAUTION:***

> • *This machine has been tested for safety using this supplier's parts and consumables. We recommend you only use these specified supplies.*

Important

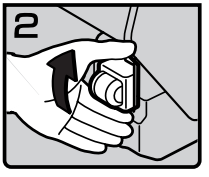
❒ If you use a staple cartridge other than that recommended, staple failure or staple jams might occur.

- 1: Open the front cover of the finisher.
- 2: Pull out the staple unit.



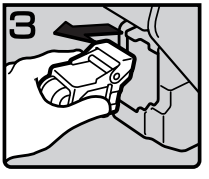
fin301EE

- 3: Lift the cartridge until it clicks.

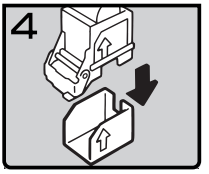


fin302EE

- 4: Pull out the cartridge gently.

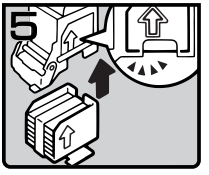


fin303EE



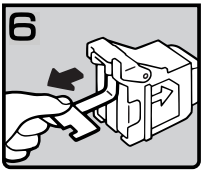
fin304EE

- 5: Take out the empty refill in the direction of the arrow.



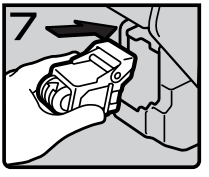
fin305EE

- 6: Align the arrows on the new refill and the cartridge, then push in the refill until it clicks.



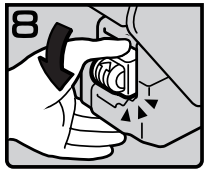
fin306EE

- 7: Pull out the ribbon.



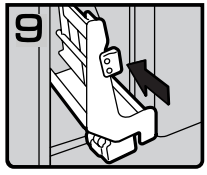
fin307EE

- 8: Reinstall the cartridge.



fin308EE

- 9: Press down the cartridge until it clicks.



fin309EE

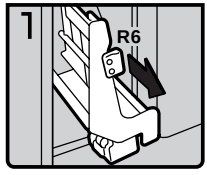
- 10: Bring the staple unit back into place.
- 11: Close the front cover of the finisher.

Removing Jammed Staples

Note

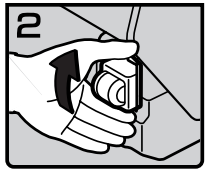
❒ Staples might be jammed because of curled copies. In this case, try turning the copy paper over in the tray. If there is no improvement, change the copy paper with less curls.

❒ After removing jammed staples, staples might not be ejected the first few times you try to use the stapler.



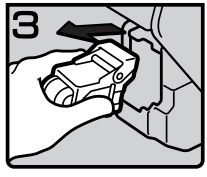
fin310EE

- 1: Open the front cover of the finisher.
- 2: Pull out the staple unit.



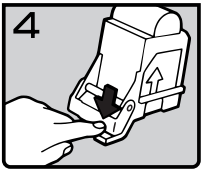
fin311EE

- 3: Lift the cartridge until it clicks.



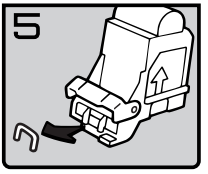
fin312EE

- 4: Pull out the cartridge gently.



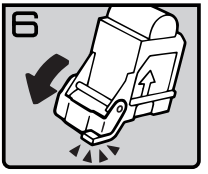
fin313EE

- 5: Open the face plate by pressing the lock on the right.



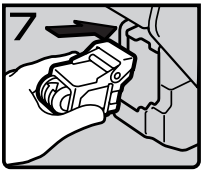
fin314EE

- 6: Remove the jammed staples.



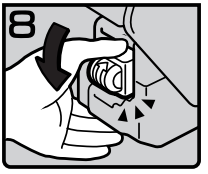
fin315EE

- 7: Close the face plate by pressing it until it clicks.



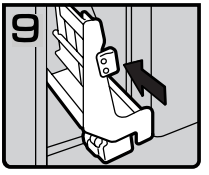
fin316EE

- 8: Reinstall the cartridge.



fin317EE

- 9: Press down the cartridge until it clicks.



fin318EE

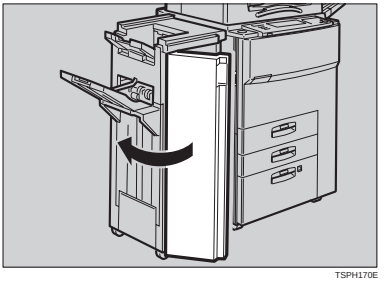
- 10: Bring the staple unit back into place.
- 11: Close the front cover of the finisher.

Removing Punch Waste

Note

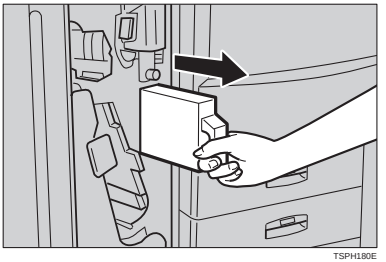
❒ While the indicator is lit, you cannot use the punch function.

1 **Open the front cover of the finisher.**



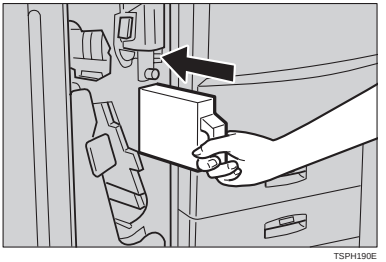
TSPH170E

2 **Pull out the punch waste box and remove punch waste.**



TSPH180E

3 **Reinstall the punch waste box.**



TSPH190E

4 **Close the front cover of the finisher.**

The indicator goes off.

Note

❒ If the indicator is still lit, reinstall the punch waste box.

4. USER TOOLS (COPY FEATURES)

Accessing The User Tools (Copy Features)

This section is for the key operators in charge of this machine. You can change or set the machine's default settings.

Preparation

After using the user tools, be sure to exit from user tools.

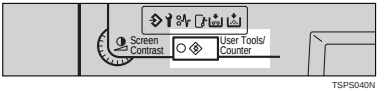
The selected key is highlighted.

Any changes you make with the user tools remain in effect even if the main power switch or operation switch is turned off, or the 【Clear Modes/Energy Saver】 key is pressed.

Reference

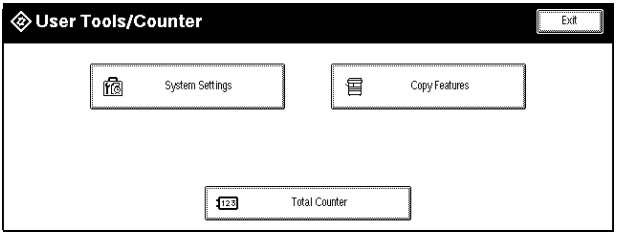
Regarding the user tools for system setting, see "Accessing The User Tools (System Settings)" of the "System Settings" manual.

1 **Press the 【User Tools/Counter】 key.**

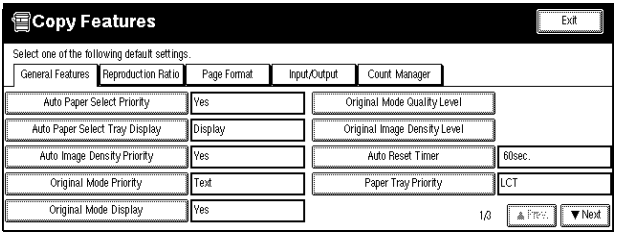


TSPS040N

2 **Touch the [Copy Features] key.**



3 **Select the desired User Tools menu.**



Note

❒ **[↓Next]**: Touch to go to the next page.

❒ **[↑Prev.]**: Touch to go back to the previous page.

Reference

See ⇒ P.193 *"USER TOOLS (COPY FEATURES)"*.

4 Change the settings by following the instructions on the panel display. Then, touch the [OK] key.

Reference

See ⇒ P.198 *"Settings You Can Change With The User Tools"*.

Note

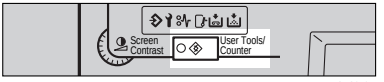
❒ **[OK]** key: Touch to set the new settings and return to the previous menu.

❒ **[Cancel]** key: Touch to return to the previous menu without changing any data.

Exiting From User Tools

1 After changing the user tools settings, press the 【User Tools/Counter】 key.

Changing the User Tools is completed, and the machine is ready for copying.



TSPS040N

Note

❒ The settings are not canceled even if the operation switch is turned off or the 【Clear Modes/Energy Saver】 key is pressed.

❒ You can exit from the User Tools by touching the **[Exit]** key on the User Tools Main Menu.

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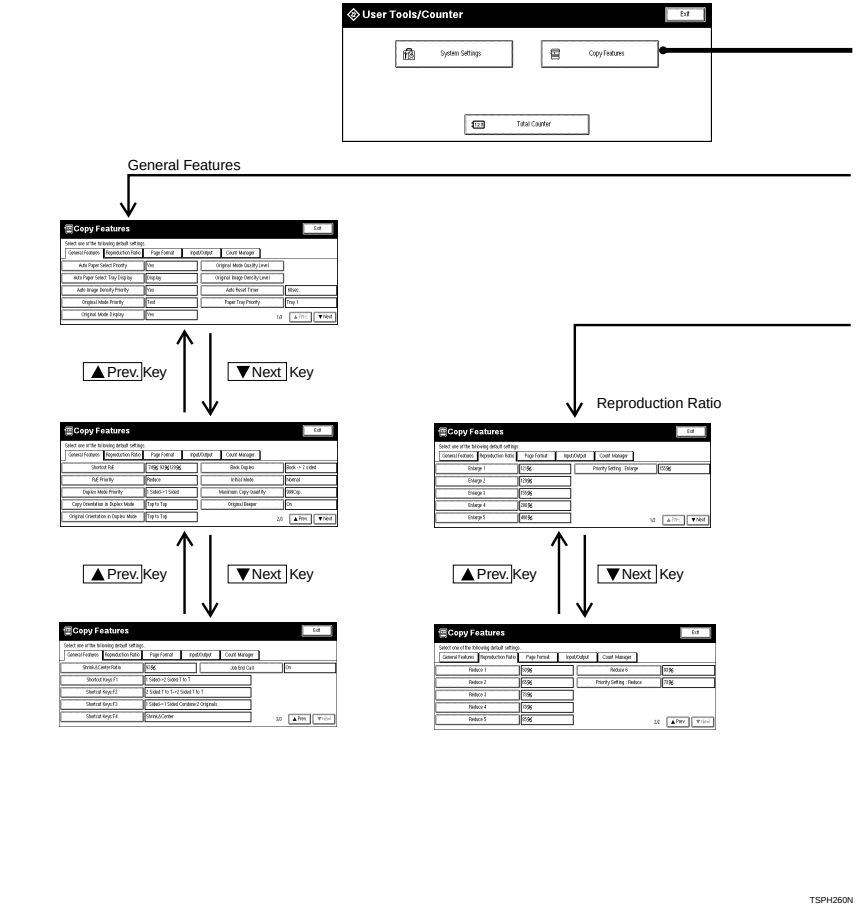
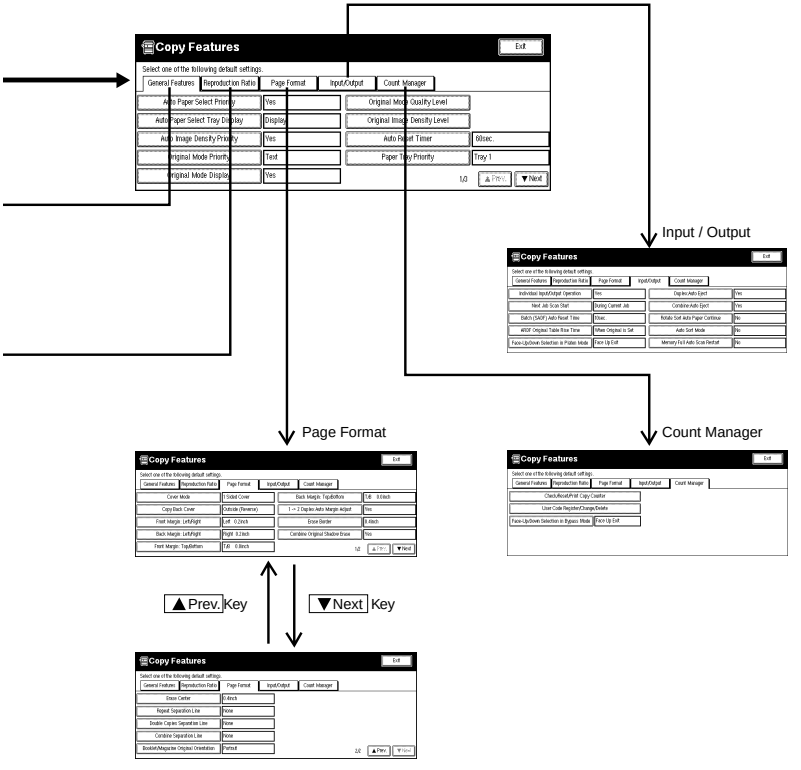
User Tools Menu (Copy Features)



TSPH260N


Copy Features
Exit
Select one of the following default settings:
General Features
Reproduction Ratio
Page Format
Input/Output
Count Manager
Auto Paper Select Priority
Yes
Original Mode Quality Level
Auto Paper Select Tray Display
Display
Original Image Density Level
Auto Image Density Priority
Yes
Auto Reset Timer
60sec.
Original Mode Priority
Text
Paper Tray Priority
Tray 1
Original Mode Display
Yes
1/3
▲Prev.
▼Next
Input / Output
Page Format
Count Manager
▲Prev. Key
▼Next Key

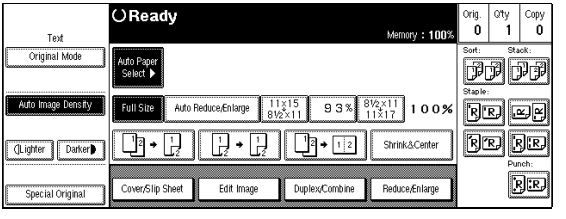
TSPH261N

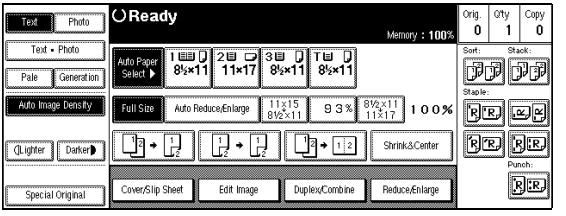
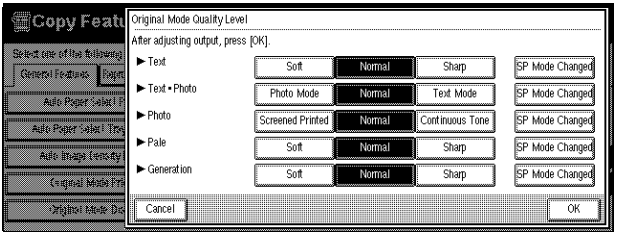
Settings You Can Change With The User Tools

Reference

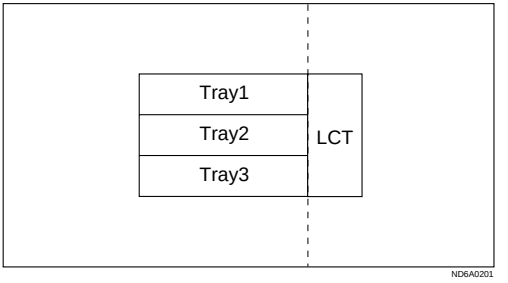
For how to access the user tools, see ⇒ P.193 *"Accessing The User Tools (Copy Features)"*.

General Features 1/3

Menu	Description
Auto Paper Select Priority	As a default setting, Auto Paper Select is selected. You can cancel this setting. **Note** ❒ Default: *Yes*
Auto Paper Select Tray Display	You can choose whether the available paper trays/sizes are shown on the initial display. **Note** ❒ Default: *Display* ❒ If you choose "Hide," the display is shown as below. When the **[Auto Paper Select]** is touched, paper sizes appear on the display. 
Auto Image Density Priority	As a default setting, Auto Image Density is selected. You can change this setting. **Note** ❒ Default: *Yes*
Original Mode Priority	As a default setting, Text is selected as originals type. You can change it to Text·Photo, Photo, Pale, or Generation. **Note** ❒ Default: *Text*

Menu	Description
Original Mode Display	You can choose whether the original modes are shown on the initial display. **Note** ❒ Default: *Yes* ❒ If you choose "No," the display is shown as below. 
Original Mode Quality Level You can adjust the quality level of copies for each of the original types (Text, Text·Photo, Photo, Pale, Generation). 	
Text	Adjust the sharpness of text. **Note** ❒ Default: *Normal* ❒ **[SP Mode Changed]** is the value set during service setup. ❒ Choosing **[Sharp]** or **[Soft]** affects the outline sharpness of text.
Text·Photo	When there are photo(s) and text on the original, determine whether photo or text takes priority. **Note** ❒ Default: *Normal* ❒ **[SP Mode Changed]** is the value set during service setup. ❒ **[Normal]** achieves a good balance between text and photos.

Menu	Description
Photo	For a photo original, adjust the finish quality level to match the type of photo original. **Note** ❒ Default: *Normal* ❒ **[SP Mode Changed]** is the value set during service setup. ❒ Select **[Screened Printed]** for printed photo originals with coarse dots, and **[Continuous Tone]** for printed photo originals with fine dots. ❒ "Normal" is a well-balanced quality level for printed photo, pale, photo, and text.
Pale	Adjust the quality level for the finish of a pale original with normal density. **Note** ❒ Default: *Normal* ❒ **[SP Mode Changed]** is the value set during service setup.
Generation	Adjust the quality level so as not to thicken the lines of the finish image. **Note** ❒ Default: *Normal* ❒ **[SP Mode Changed]** is the value set during service set up.
Original Image Density Level	You can select one of seven original image density levels for each of the original types (Text, Text·Photo, Photo, Pale, Generation). **Note** ❒ Default: *Normal*
Auto Reset Timer	The machine returns to its initial condition automatically after your job is finished. The time can be set from 10 to 999 seconds, or 0. **Note** ❒ Default: *60 seconds* ❒ To turn the Auto Reset Timer off, input 0 seconds. ❒ Note that when the Auto Reset Timer is turned off, the machine will not return to the user code input display automatically.

Menu	Description
Paper tray Priority	You can select the paper tray which will be selected as a default in the following conditions: • When the operation switch is turned on. • When System Reset or Auto Reset mode is turned on. • When the 【Clear Modes/Energy Saver】 key is pressed. • When the Auto Paper Select mode is selected.  **Note** ❒ Default: • Machine with LCT : LCT • Machine without LCT : Tray 1 ❒ LCT (3500-sheet large capacity tray) is optional.

General Features 2/3

Menu	Description
Shortcut R/E	You can register up to three frequently used Reduce/Enlarge ratios other than the fixed Reduce/Enlarge ratio and have them shown on the initial display. You can also change the registered Reduce/Enlarge ratios. If no Reduce/Enlarge ratio has been set when selecting [User Ratio 1] [User Ratio 2] [User Ratio 3], enter the desired Reduce/Enlarge ratio with the 【Number】 keys.
R/E Priority	Specify which Reduce, Enlarge or Input Ratio is shown on the panel display with priority when the **[Reduce/Enlarge]** key is pressed. **Note** ❒ Default: *Reduce*

Menu	Description
Duplex Mode Priority	You can select the type of Duplex function effective when the machine is turned on, Energy Saver mode is off, or Auto Reset is on. **Note** ❒ Default: *1 Sided → 2 Sided*
Copy Orientation in Duplex Mode	You can set the copy orientation when making two-sided copies. **Note** ❒ Default: *Top to Top*
Original Orientation in Duplex Mode	You can set the original orientation when making two-sided copies. **Note** ❒ Default: *Top to Top*
Book Duplex	You can set the type of copy to be displayed with priority given when making two–sided copies from a book original. **Note** ❒ Default: *Book → 2 Sided*
Initial Mode	You can select the initial mode or Program No. 10 as the mode effective when the machine is turned on, or modes are cleared. **Note** ❒ Default: *Normal*
Maximum Copy Quantity	The maximum copy quantity can be set between 1 and 999. **Note** ❒ Default: *999*
Original Beeper	The beeper (key tone) sounds when you forgot to remove originals after copying. **Note** ❒ Default: *On* ❒ If the Panel beeper setting is set to Off, (see "System Settings"), the beeper does not sound irrespective of the setting (On or Off) of this Original Beeper function.

General Features 3/3

Menu	Description
Shrink&Center	You can set a Reduce/Enlarge ratio when registering "Shrink&Center" in a Shortcut Key. **Note** ❒ Default: *93 %*
Shortcut Keys:F1 Shortcut Keys:F2 Shortcut Keys:F3 Shortcut Keys:F4	You can register frequently used functions in Shortcut Keys F1 to F4. You can also change the registered functions. See ⇒ P.10 *"Panel Display"*. **Note** ❒ Default: • Shortcut Keys:F1: *1 Sided → 2 Sided* • Shortcut Keys:F2: *2 Sided → 2 Sided* • Shortcut Keys:F3: *1 Sided→ Combine 1 Sided* • Shortcut Keys:F4: *Shrink&Center*
Job End Call	You can choose whether or not the beeper sounds when copying is complete, when copying is interrupted, when the paper tray runs out of paper, or when there is a paper jam. **Note** ❒ When the Auto Response (Human) Sensor setting is set to "YES" and the machine senses that there is a person present, it judges that copying operations are not complete and the beeper does not sound. Refer to the "Auto Response (Human) Sensor" of the "System Settings" manual.

Reproduction Ratio 1/2

Menu	Description
Enlarge 1 Enlarge 2 Enlarge 3 Enlarge 4 Enlarge 5	You can customize the enlargement ratios available when you touch the **[Reduce/Enlarge]** key followed by **[Enlarge]**. **Note** ❒ Default: • Enlarge 1: *121 %* • Enlarge 2: *129 %* • Enlarge 3: *155 %* • Enlarge 4: *200 %* • Enlarge 5: *400 %* ❒ When selecting **[User Set. Ratio]**, enter a ratio with the **[Number]** keys (in the range of 101 to 400 %).
Priority Setting :Enlarge	You can set the ratio with priority when **[Reduce/Enlarge]** is touched, followed by **[Enlarge]**. **Note** ❒ Default: *Enlarge 3*

Reproduction Ratio 2/2

Menu	Description
Reduce 1 Reduce 2 Reduce 3 Reduce 4 Reduce 5 Reduce 6	You can customize the reduction ratios available when you touch the **[Reduce/Enlarge]** key followed by **[Reduce]**. **Note** ❒ Default: • Reduce 1: *50 %* • Reduce 2: *65 %* • Reduce 3: *73 %* • Reduce 4: *78 %* • Reduce 5: *85 %* • Reduce 6: *93 %* ❒ When selecting **[User Set. Ratio]**, enter a ratio with the **[Number]** keys (in the range of 32 to 99 %).

Menu	Description
Priority Setting :Reduce	You can set the ratio with priority when **[Reduce/Enlarge]** is touched, followed by **[Reduce]**. **Note** ❒ Default: Reduce 4

Page Format 1/2

Menu	Description
Cover Mode	You can specify whether to copy one side or two sides in Cover mode. **Note** ❒ Default: *1 Sided Cover*
Copy Back Cover	When copying the back cover, you can specify whether to issue the back cover outside (outside page) or inside (inside page). **Note** ❒ Default: *Outside (Reverse)*
Front Margin: Left/ Right	You can specify left and right margins on the front side of copies in Margin Adjust mode. **Note** ❒ Default: • Metric version: Left 5 mm • Inch version: Left 0.2"
Back Margin: Left/ Right	You can specify left and right margins on the back side of copies in Margin Adjust mode. **Note** ❒ Default: • Metric version: Right 5 mm • Inch version: Right 0.2"
Front Margin: Top/Bottom	You can specify front top and bottom margins on the front side of copies in Margin Adjust mode. **Note** ❒ Default: • Metric version: Bottom 0 mm • Inch version: Bottom 0.0"

Menu	Description
Back Margin: Top/Bottom	You can specify back top and bottom margins on the front side of copies in Margin Adjust mode. **Note** ❒ Default: • Metric version: Bottom 0 mm • Inch version: Bottom 0.0"
1 → 2 Duplex Auto Margin Adjust	In 1 sided →2 sided Duplex mode, you can specify whether to automatically set the margins on the back side. **Note** ❒ Default: *Yes*
Erase Border	The default setting of the width of the erased margins in the Erase Border mode can be changed as follows: • Metric version: 3 – 50 mm in 1 mm steps • Inch version: 0.1 – 2.0" in 0.1" steps **Note** ❒ Default: • Metric version: 10 mm • Inch version: 0.4"
Combine Original Shadow Erase	In Combine Copy or Booklet/Magazine Copy mode, you can specify whether to erase a 3 mm, 0.1" bounding margin around all four edges of original. **Note** ❒ Default: *Yes*

Page Format $^{2}/_{2}$

Menu	Description
Erase Center	The default setting of the width of the erased margins in the Erase Center mode can be changed as follows: • Metric version: 3 – 50 mm in 1 mm steps • Inch version: 0.1 – 2.0" in 0.1" steps **Note** ❒ Default: • Metric version: 10 mm • Inch version: 0.4"

Menu	Description
Repeat Separation Line	You can select a separation line in Image Repeat mode from no line, Solid line, Broken line 1, Broken line 2, or Crop. • None • Solid • Broken1 • Broken2 • Crop **Note** ❒ Default: *None*

Menu	Description
Double Copies Separation Line	You can select a separation line in Double Copy mode from no line, Solid line, Broken line, or Crop marks. • None • Solid • Broken • Crop Marks **Note** ❒ Default: *None*

Menu	Description
Combine Separation Line	You can select a separation line in Combine mode from no line, Solid line, Broken line 1, Broken line 2, or Crop marks. • None • Solid • Broken1 • Broken2 • Crop Marks **Note** ❒ Default: *None*
Booklet/Magazine Original Orientation	You can select the type of originals for Booklet or Magazine mode. **Note** ❒ Default: *Portrait*

Input Output

Menu	Description
Individual Input/Output Operation	You can specify whether to individually control the original input and output operations. For example, you can specify input of the remaining originals when the paper has run out during copying. **Note** ❒ Default: *Yes* ❒ When sorting the output from duplex copying, copying starts after the original is scanned regardless of this setting. ⇒ P.88 *"Duplex—Making Two-Sided Copies"*
Next Job Scan Start	You can specify whether to read the next originals into memory while the previously set originals are being copied. (Next Job) You can scan originals while the machine is warming up. (Auto Start) If **[No]** is selected for "Individual Input/Output Operation", no next job scan start will be performed even if **[During Current Job]** is selected for "Next Job Scan Start." **Note** ❒ Default: *During Current Job*
Batch (SADF) Auto Reset Time	When you set one original at a time in the optional document feeder, the Auto Feed indicator lights for a selected time after an original is fed to show that the document feeder is ready for another original. You can adjust this time from 3 seconds to 99 **Note** ❒ Default: *10 seconds*
ARDF Original Table Rise Time	You can set the document feeder original table rise time. **Note** ❒ Default: *When Original is Set*
Face-Up/Down Selection in Platen Mode	When copying an original placed on the exposure glass or one original loaded in the document feeder, you can specify which way up it is ejected. **Note** ❒ Default: *Face Up Exit*

Menu	Description
Duplex:Auto Eject	When making two-sided copies from one-sided originals, if the last original is an odd page, the last copy will be automatically delivered with the reverse side blank. You can cancel this setting. **Note** ❒ Default: *Yes* ❒ When you set one original at a time in the document feeder or set an original on the exposure glass, this function does not come effect.
Combine:Auto Eject	As a default setting, even if the number of originals in the optional document feeder is less than the number required in the selected Combine mode, the lacking number of copies are automatically made in blank. You can cancel this setting. **Note** ❒ Default: *Yes* ❒ When you set one original at a time in the document feeder or set an original on the exposure glass, this function does not come effect.
Rotate Sort Auto Paper Continue	You can specify whether to continue copying when the paper of the required orientation has run out during rotate-sorting. See "Rotate Sort" in ⇒ P.47 *"Sort—Sorting Into Sets (123, 123, 123)"*. • If you select **[No]**: When paper of the required orientation runs out, the machine stops copying and prompts you to supply copy paper. When you load paper, the machine will continue copying. • If you select **[Yes]**: Copying continues using copy paper of a different direction. The copy job will finish even if you have left the machine. **Note** ❒ Default: *No*
Auto Sort Mode	You can specify whether Sort mode is selected when the machine is turned on or the mode is cleared. **Note** ❒ Default: *No*

Menu	Description
Memory Full Auto Scan Restart	When the memory becomes full while scanning originals, the machine can make copies of the scanned originals first, then automatically proceed scanning the remaining originals. You can enable or disable this function. • If you select **[Yes]**: When the memory becomes full, the machine stops operation allowing you to remove the copy pages delivered on the output tray. • If you select **[No]**: You can leave the machine unattended to make all the copies, but the resulting sorted pages will not be sequential. **Note** ❒ Default: *No*

Count Manager

When a key operator code has already been entered, you cannot begin manager setting unless you enter the key operator code (up to 8 digits).

Menu	Description
Check/Reset/Print Copy Counter You can check or print the number of copies made under each user code. You can also reset each user code's counter to 0. If more than 10 user codes are registered, you can view all the counters using the **[Prev.]** or **[Next]** key.	
Print	You can print the copied quantity of the counter for each user code. To start the printing, press the **【Start】** key. To stop the printing, touch the **[Cancel]** key.
Reset Counter	You can reset each user code's counter to 0.
Reset All	You can reset all counters to 0.
User Code Register/Change/Delete You can register, change, or delete user codes (8 digits or less). **Note** ❒ Up to 500 user codes can be registered. ❒ Even if you have changed the user code, the counter value will not be cleared. ❒ When the user code is deleted, the counter value will be automatically deleted.	

Menu	Description
Register	You can register user codes.
Change	You can change user codes. **Note** ❒ The number of copies made under the old code is added to that made under the new user code.
Delete User Codes	You can delete user codes.
Delete All User Codes	You can delete all user codes.
Face–Up/Down Selection in Bypass Mode	You can set whether copies are delivered face-up or face-down when making copies from the bypass tray. **Limitation** ❒ Only use "Face Down Exit" when copying onto standard high quality paper with a weight of 52 – 105 g/m^2 (14 – 28 lb). ❒ When you select "OHP" or "Thick Paper", copy paper is delivered face-up even if you have set the "Face Up/ Down Selection in Bypass Mode" setting to "Face Down Exit." **Note** ❒ Default: *Face Up Exit*

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Do's And Don'ts

⚠ ***CAUTION:***

- *When you move the machine, unplug the power cord from the wall outlet to avoid fire or electric shock.*
- *When the machine will not be used for a long time, unplug the power cord.*

- Do not touch areas on or around the fusing unit. These areas get hot.
- After making copies continuously, you may feel the exposure glass is heated. But this is not a malfunction.
- You might feel warm around the ventilation hole. This is caused by exhaust air, and not a malfunction.
- Do not turn off the operation switch while copying or printing. When turning off the operation switch, make sure that copying or printing is completed.
- The machine might fail to produce good copy images if there should occur condensation inside caused by temperature change. To prevent such trouble, this machine has an anti-condensation function. Even after the main power switch is in the stand-by position, the anti-condensation heater is active, thus keeping the machine body slightly warm.
- Do not open the covers of machine while copying or printing. If you do, misfeeds might occur.
- Do not move the machine while copying or printing.
- If you operate the machine improperly or a failure occurs on the machine, your machine settings might be lost. Be sure to take a note of your machine settings.
- Supplier shall not be liable for any loss or damages resulting from a failure on the machine, loss of machine settings, and use of the machine.

Where To Put Your Machine

Machine Environment

Your machine's location should be carefully chosen because environmental conditions greatly affect its performance.

Optimum environmental conditions

⚠ ***CAUTION:***

- *Keep the machine away from humidity and dust. A fire or an electric shock might occur.*
- *Do not place the machine on an unstable or tilted surface. If it topples over, it could cause injury.*

⚠ ***CAUTION:***

- *If you use the machine in a confined space, make sure there is a continuous air turnover.*

- Temperature: 10 – 32°C (50 – 89.6°F)(humidity to be 54 % at 32°C, 89.6°F)
- Humidity: 15 – 80 % (temperature to be 27°C, 80.6°F at 80 %)
- A strong and level base.
- The machine must be level within 5 mm, 0.2" both front to rear and left to right.
- To avoid possible build-up of ozone, make sure to locate this machine in a large well ventilated room that has an air turnover of more than 30 m^3/hr/person.

Environments to avoid

- Locations exposed to direct sunlight or strong light (more than 1,500 lux).
- Locations directly exposed to cool air from an air conditioner or heated air from a heater. (Sudden temperature changes might cause condensation within the machine.)
- Places where the machine might be subjected to frequent strong vibration.
- Dusty areas.
- Areas with corrosive gases.

Power Connection

⚠ ***WARNING:***

- ***Only connect the machine to the power source described on the inside front cover of this manual.***
- ***Avoid multi-wiring.***
- ***Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it, pull it hard or bend it more than necessary. These actions could cause an electric shock or fire.***
- ***Do not plug or unplug the power cord with your hands wet. Otherwise, an electric shock might occur.***

⚠ ***WARNING:***

- ***Make sure the wall outlet is near the machine and freely accessible so that in event of an emergency it can be unplugged easily.***

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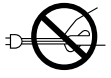
⚠ ***CAUTION:***

- *When you move the machine, unplug the power cord from the wall outlet to avoid fire or electric shock.*
- *When the machine will not be used for a long time, unplug the power cord.*

⚠ ***CAUTION:***

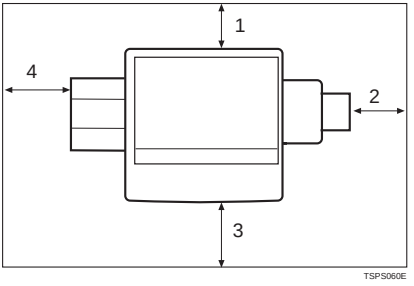


- *When you pull out the plug from the socket, grip the plug to avoid damaging the cord and causing fire or electric shock.*

- When the main switch is in the Stand-by positions, the optional anti-condensation heaters are on. In case of emergency, unplug the machine's power cord.
- When you unplug the power cord, the anti-condensation heaters turn off.
- Make sure the plug is firmly inserted in the outlet.
- Voltage must not fluctuate more than 10 %.

Access To Machine

Place the machine near the power source, providing clearance as shown.



1. **Rear: more than 0 cm (0")**
2. **Right: more than 4 cm (1.6")**
3. **Front: more than 70 cm (27.6")**
4. **Left: more than 10 cm (4.0")**

Note

❒ For the required space when options are installed, please contact your service representative.

Maintaining Your Machine

If the exposure glass or document feeder belt is dirty, you might not be able to make copies as you want. Clean them if you find them dirty.

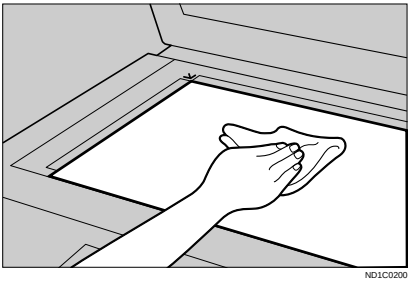
❖ **Cleaning the machine**
Wipe the machine with a soft, damp cloth. Then, wipe it with a dry cloth to remove the water.

Important

❒ Do not use chemical cleaner or organic solvent, such as thinner or benzene. If they get into the machine or melt plastic parts, a failure might occur.

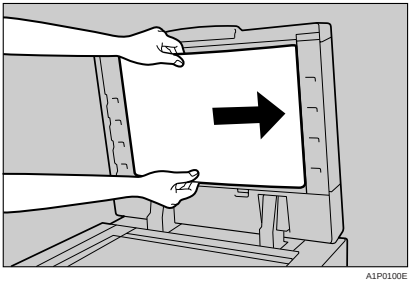
❒ Do not clean parts other than those specified in this manual. Such parts should be cleaned by your service representative.

Cleaning The Exposure Glass



ND1C0200

Cleaning The Document Feeder



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6. SPECIFICATION

Mainframe

❖ **Configuration:**
Console

❖ **Photosensitivity type:**
OPC drum (Φ100)

❖ **Original scanning:**
One-dimensional solid scanning system through CCD

❖ **Copy process:**
Dry electrostatic transfer system

❖ **Development:**
Dry two-component magnetic brush development system

❖ **Fusing:**
Heating roll pressure system

❖ **Resolution:**
400 dpi

❖ **Exposure glass:**
Stationary original exposure type

❖ **Original reference position:**
Rear left corner

❖ **Warm-up time:**
Less than 330 seconds (20°C)

❖ **Originals:**
Sheet/book/objects

❖ **Maximum original size:**
A3⧉, 11" × 17"⧉

❖ **Copy paper size:**

- Trays: A3⧉ – A5⧉, 11" × 17"⧉ – $5^1/_2$" × $8^1/_2$"⧉
- Bypass: A3⧉ – A6⧉, 11" × 17"⧉ – $5^1/_2$" × $8^1/_2$"⧉
- Bypass (non-standard size):
  Vertical: 100 – 300 mm, 4.0" – 11.7"
  Horizontal: 148 – 432 mm, 6.0" – 17.0"

- Duplex: A3 ⬓– A5⬓, 11" × 17"⬓ – $5^1/_2$" × $8^1/_2$"⬓
- LCT: A4⬓, B5 ⬓, $8^1/_2$" × 11"⬓

❖ **Copy paper weight:**

- Paper tray: 52 – 128 g/m^2, 14 - 34 lb
- Bypass tray: 52 – 163 g/m^2, 14 - 90 lb

❖ **Non-reproduction area:**

- Leading edge: Less than 3 ± 2 mm
- Trailing edge: More than 1 mm
- Left edge: More than 2 ± 1.5 mm
- Right edge: More than 0.5 mm

❖ **First copy time:**

3.7 seconds or less
(A4 ⬓, $8^1/_2$" × 11"⬓, 100 %, feeding from tray 1, on the exposure glass, Text·Photo mode, Auto Image Density)

❖ **Copying speed:**

- 34 copies/minute (A3⬓, 11" × 17"⬓)
- 65 copies/minute (A4⬓, $8^1/_2$" × 11"⬓)

❖ **Reproduction ratio:**

Preset reproduction ratios:

	Metric version	Inch version
Enlargement	400 %	400 %
	200 %	200 %
	141 %	155 %
	122 %	129 %
	115 %	121 %
Full Size	100 %	100 %
	93 %	93 %
Reduction	82 %	85 %
	75 %	78 %
	71 %	73 %
	65 %	65 %
	50 %	50 %

Zoom: From 32 % to 400 % in 1 % steps.

❖ **Continuous copying count:**
1 – 999 copies

❖ **Copy paper capacity:**

- Tray 1 (Tandem tray) : 1,000 sheets (500 sheets × 2) (80 g/m^2, 20 lb)
- Tray 2 (550-sheet tray) : 550 sheets (80 g/m^2, 20 lb)
- Tray 3 (1500-sheet tray) : 1,500 sheets (80 g/m^2, 20 lb)
- Bypass tray: 50 sheets (80 g/m^2, 20 lb)

❖ **Power consumption:**

	Mainframe only	Full system *1
Warm-up	about 1.29 kw	about 1.31 kw
Stand-by	about 0.09 kw	about 0.11 kw
Copying	about 1.56 kw	about 1.65 kw
Maximum	less than 1.75 kw	less than 1.75 kw

*1 Mainframe with the finisher, large capacity tray

❖ **Dimensions (W × D × H up to exposure glass):**
690 × 750 × 1,138 mm, 27.2" × 29.6" × 44.9"

❖ **Space for main frame (W × D):**

- 1,265 × 750 mm, 49.9" × 29.6" (ADF external extender is not used. Optional Output tray is installed.)
- 1,380 × 750 mm, 54" × 30" (ADF external extender is used for larger size originals. Optional Output tray is installed.)

❖ **Noise Emission:**
Sound pressure level: The measurement are made according to ISO7779.

	Mainframe only	Full System *1
Stand-by	40 dB (A) or less	40 dB (A) or less
Copying	59 dB (A) or less	59 dB (A) or less

*1 Mainframe with the finisher, large capacity tray

❖ **Noise Emission:**
Sound power level: The measurement are made according to ISO7779.

	Mainframe only	Full System *1
Stand-by	50 dB (A) or less	50 dB (A) or less
Copying	71 dB (A) or less	71 dB (A) or less

*1 Mainframe with the finisher, large capacity tray

❖ **Weight:**
Approx. 188 kg, 414.5 lb (Mainframe with document feeder)

Document Feeder

❖ **Mode:**
ADF mode, Batch (SADF) mode, Mixed Sizes mode, Thin mode

❖ **Original size:**

- A3 –B6
- 11" × 17" – $5^1/_2$" × $8^1/_2$"

❖ **Original weight:**

- 1-sided originals: 52 – 128 g/m^2 (14 – 34 lb)
- 2-sided originals: 52 – 105 g/m^2 (14 – 28 lb) (Duplex)
- Thin paper mode: 41 – 128 g/m^2 (11 – 34 lb)

❖ **Number of originals to be set:**
100 sheets (80 g/m^2 , 20 lb) or less than 12 mm, 0.4"

Note

❒ Specifications are subject to change without notice.

Finisher (Option)

Shift Tray:

❖ **Paper size:**
A3, B4, A4, B5, 11" × 17", 8 1/2" × 14", 8 1/2" × 11"

❖ **Paper weight:**
52 – 157 g/m², 14 – 42 lb

❖ **Stack capacity:**
without punch:
- 3,000 sheets (A4 , 8 1/2" × 11") (80 g/m², 20 lb)
- 1,500 sheets (A3 , B4, A4,B5, 11" × 17", 8 1/2"× 14", 8 1/2"× 11") (80 g/m², 20 lb)

with punch (the optional punch kit is required):
- 2,000 sheets (A4, 8 1/2" × 11") (80 g/m², 20 lb)
- 1,500 sheets (A3, B4, A4, B5, 11" × 17", 8 1/2" × 14", 8 1/2" × 11") (80 g/m², 20 lb)

Proof Tray:

❖ **Paper size:**
A3, B4, A4, B5, A5, B6, A6, 11" × 17", 8 1/2" × 14", 8 1/2" × 11", 8 1/2" × 5 1/2"

❖ **Paper weight:**
52 – 157 g/m², 14 – 42 lb

❖ **Stack capacity:**
without punch:
- 250 sheets (A4, 8 1/2" × 11" or smaller) (80 g/m², 20 lb)
- 50 sheets (B4, 8 1/2" × 14" or larger) (80 g/m², 20 lb)

with punch (the optional punch kit is required):
- 200 sheets (A4, 8 1/2" × 5 1/2" or smaller) (80 g/m², 20 lb)
- 50 sheets (B4, 8 1/2" × 14" or larger) (80 g/m², 20 lb)

Staple:

❖ **Staple capacity:**
without punch:
- 50 sheets (A4, 8 1/2" × 11" or smaller) (80 g/m², 20 lb)
- 30 sheets (B4, 8 1/2" × 14" or larger) (80 g/m², 20 lb)

with punch (the optional punch kit is required):
- 40 sheets (A4, 8 1/2" × 11" or smaller) (80 g/m², 20 lb)
- 25 sheets (B4, 8 1/2" × 14" or larger) (80 g/m², 20 lb)

❖ **Staple paper size:**
A3, B4, A4, B5, 11" × 17", 8 1/2" × 14", 8 1/2" × 11"

❖ **Staple paper weight:**
64 – 80 g/m^2, 17 – 21 lb

❖ **Staple position:**
Four positions (Top, Top Slant, Bottom, 2 Staples)

❖ **Power consumption:**
48 W (power is supplied from the main frame.)

❖ **Dimensions (W × D × H):**
625 × 545 × 960 mm, 24.7" × 21.5" × 37.8"

❖ **Weight:**
Approx. 45 kg, 99.3 lb

Note

❒ Specifications are subject to change without notice.

Punch Kit (Option)

❖ **Paper size (2 holes version):**

- ▭: A3 – A5, 11" × 17" – $8^1/_2$" × 11"
- ▯: A4 – A5, $8^1/_2$" × 11"

❖ **Paper size (3 holes version):**

- ▭: A3, B4, 11" × 17"
- ▯: A4, B5, $8^1/_2$" × 11"

❖ **Paper weight:**

- 2 holes version: 52 g/m^2 – 128 g/m^2, 14 – 34 lb
- 3 holes version: 52 g/m^2 – 105 g/m^2, 14 – 28 lb

❖ **Power consumption:**
33.6 W (power is supplied from the mainframe.)

❖ **Dimensions (W × D × H):**
92 × 463 × 100 mm, 3.7" × 18.3" × 4.0"

❖ **Weight:**
Approx. 2.4 kg, 5.3 lb

Note

❒ Specifications are subject to change without notice.

Copy Tray(Option)

❖ **Paper Capacity:**

- A3, 11" × 17" : 250 sheets
- B4, $8^1/_2$" × 14" : 500 sheets
- A4, $8^1/_2$" × 11" : 500 sheets
- B5, $5^1/_2$" × $8^1/_2$" : 250 sheets

❖ **Dimensions (W × D × H):**
390 × 330 × 130 mm, 15.4" × 13.0" × 5.2"

❖ **Weight:**
Approx. 650 g, 1.5 lb

Note

❒ Specification are subject to change without notice.

3500-Sheet Large Capacity Tray (LCT) (Option)

❖ **Paper size:**
A4 ▯, B5 ▯, $8^1/_2$" × 11" ▯

❖ **Paper weight:**
64 – 105 g/m^2, 16 – 24 lb

❖ **Paper capacity:**
3,500 sheets (80 g/m^2, 20 lb)

❖ **Power consumption**
Maximum. 48 W (power is supplied from the main frame.)

❖ **Dimensions (W × D × H, option unit):**
403 × 529 × 608 mm, 15.9" × 20.9" × 24.0"

❖ **Weight:**
Approx. 22 kg, 48.6 lb

Note

❒ Specifications are subject to change without notice.

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RICOH

Aficio 650

OPERATING INSTRUCTIONS

SYSTEM SETTINGS

Read this manual carefully before you use this product and keep it handy for future reference.
For safety, please follow the instructions in this manual.

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Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Notes:

Some illustrations may be slightly different from your machine.

Certain options may not be available in some countries. For details, please contact your local dealer.

Operator Safety:

This machine is considered a CDRH class I laser device, safe for office/ EDP use. The machine contains two 5-milliwat, 760 - 800 nanometer wavelength, GaAIAs laser diodes. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

Laser Safety:

The Center for Devices and Radiological Health (CDRH) prohibits the repair of laser-based optical unit in the field. The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement or the optical subsystem is required.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Two kinds of size notation are employed in this manual. With this machine refer to the Inch version.

For good copy quality, Ricoh recommends that you use genuine Ricoh toner.

Ricoh shall not be responsible for any damage or expense that might result from the use of parts other than genuine Ricoh parts in your Ricoh office product.

Power Source

120 V, 60 Hz, 16 A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see “Power Connection” of the “Copy Reference” manual.

Note to users in the United States of America

Notice:

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one more of the following measures:

Reorient or relocate the receiving antenna.

Increase the separation between the equipment and receiver.

Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

Consult the dealer or an experienced radio /TV technician for help.

Warning

Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

1. Properly shielded and grounded cables and connectors must be used for connections to host computer (and/or peripheral) in order to meet FCC emission limits.
2. AC adapter with ferrite core must be used for RF interference suppression.

This device complies with Part 15 of FCC Rules.

Operation is subject to the following two conditions:

1. This device may not cause harmful interference, and
2. This device must accept any interference received,

including interference that may cause undesired operation.

Ricoh Corporation, 5 Dedrick Place, West Caldwell, NJ 07006

201-882-2000

Note to users in Canada

Note:

This Class B digital apparatus complies with Canadian ICES-003.

Remarque concernant les utilisateurs au Canada

Avertissement:

Cet appareil numérique de la classe B est conforme à la norme NMB-003 du Canada.

In accordance with ISO Standard 7001, this machine uses the following symbols for the main power switch:

| means POWER ON.

⏻ means STAND BY.

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How To Read This Manual

Symbols

In this manual, the following symbols are used:

⚠ ***WARNING:***
This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information in the "Copy Reference" manual.

⚠ ***CAUTION:***
This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information in the "Copy Reference" manual.

* The statements above are notes for your safety.

Important
If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation
This symbol indicates the prior knowledge or preparations required before operating.

Note
This symbol indicates precautions for operation, or actions to take after misoperation.

Limitation
This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference
This symbol indicates a reference.

[ ]
Keys that appear on the machine's panel display.

【 】
Keys built into the machine's operation panel.

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Manuals For This Machine

The following two manuals have been prepared for operating this machine: this manual which describes how to make system settings for copying functions and the "Copy Reference" manual which introduces the operating procedures for copying functions. Please consult the manual that suits your needs.

❖ **System Settings (this manual)**
Describes how to access the system user tools to make the machine easier to use.

❖ **Copy Reference**
Describes the various copying functions from basic copying to more advanced functions such as reducing/enlarging copies or combining originals into one copy.

❖ **Copy Quick Guide**
Explains the most frequently used copy functions with examples. Also contains information such as the direction in which to set your originals and copying direction.

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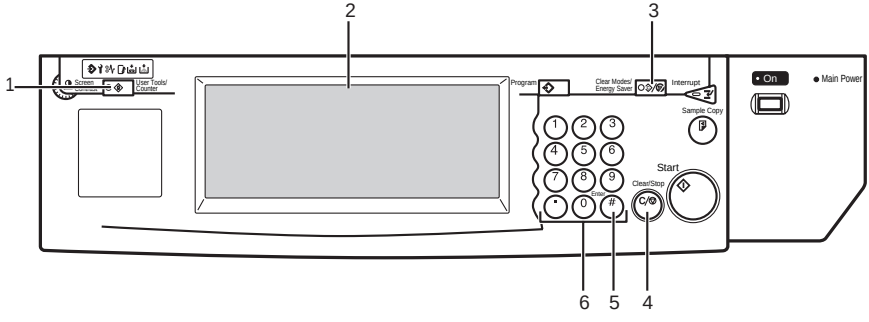
1. USER TOOLS (SYSTEM SETTINGS)

Keys for User Tools (System Settings)



TSPH210N

1. 【User Tools/Counter】 key

You can change the system settings and operational conditions to meet the usage. You can also display the total count.

2. Panel Display

Displays operation status and messages.

3. 【Clear Modes/Energy Saver】 key

4. 【Clear/Stop】 key

Press to delete a number you have entered.

5. 【#】 key

Press to set a value you have entered.

6. 【Number】 keys

Use to enter a numeric value.

Accessing The User Tools (System Settings)

This section is for the key operators in charge of this machine. You can change or set the machine's default settings.

Preparation

After using the user tools, be sure to exit it to return to Copy mode.

The key selected is highlighted.

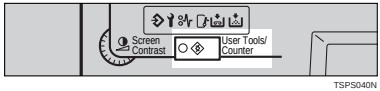
The settings are not canceled even if the main power switch or operation switch is turned off or the 【Clear Modes/Energy Saver】 key is pressed.

Reference

For information on Copy User Tools, see the "Copy Reference" manual.

1 **Press the 【User Tools/Counter】 key.**

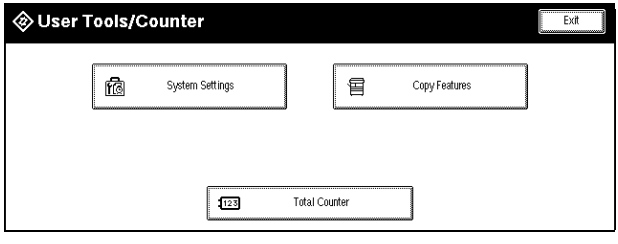
The User Tools Main Menu appears.



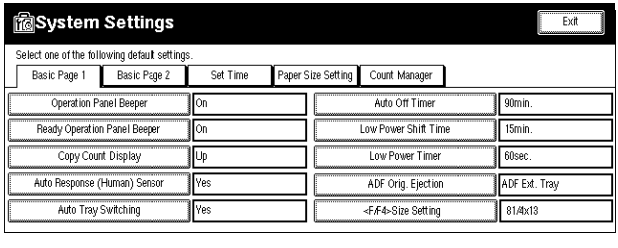
TSPS040N

2 **Touch the [System Settings] key.**

The system settings menu appears.



3 **Search for the desired menu and touch the key.**



4 **Change the settings by following the instructions on the panel display. Then touch the [OK] key.**

Note

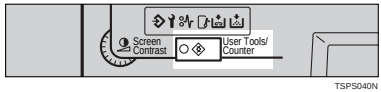
❒ **[OK]**: Touch to set the new settings and return to the previous menu.

❒ **[Cancel]**: Touch to return to the previous menu without changing any data.

Exiting from User Tools

1 **After changing the user tools settings, press the 【User Tools/Counter】key.**

Changing the system settings ends to return to Copy mode.



TSPS040N

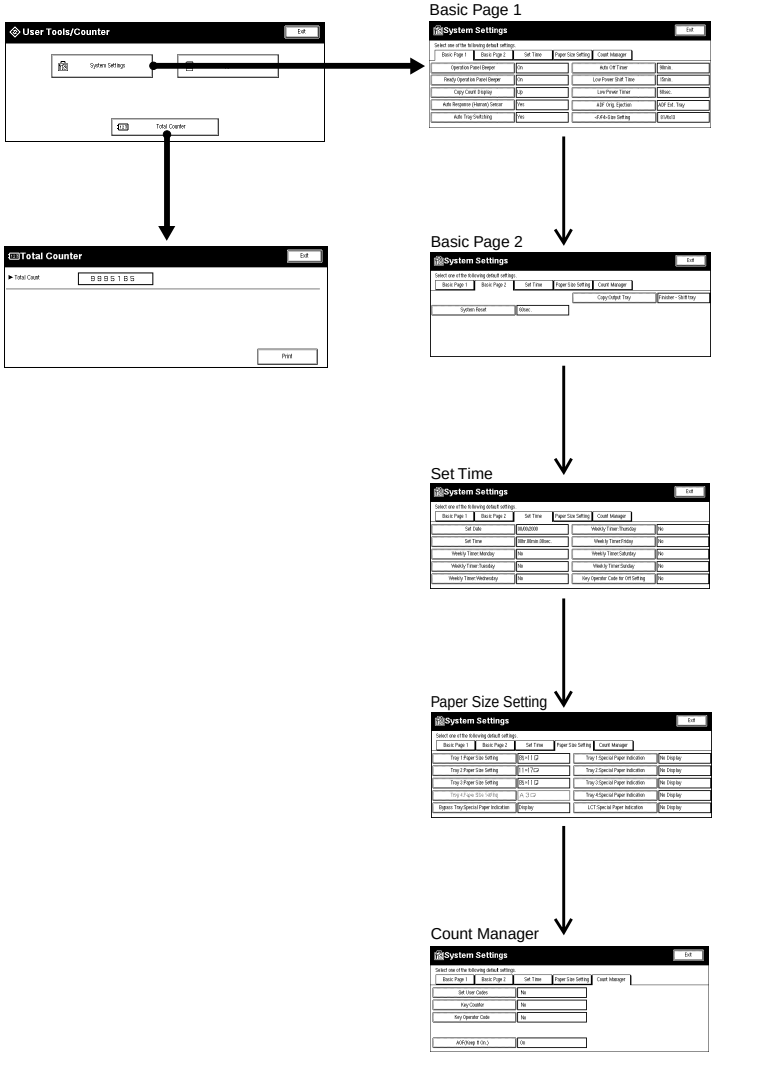
Note

❒ To cancel the change of the machine's default settings and return to the copy mode, press the 【User Tools/Counter】 key.

❒ You can also exit from user tools by touching the **[Exit]** key on the User Tools Main Menu.

User Tools Menu (System Settings)

1



TSPH250N

Settings You Can Change With The User Tools

Reference

For how to access the user tools, see ⇒ P.4 *"Accessing The User Tools (System Settings)"*.

Basic Page 1

Menu	Description
Operation Panel Beeper	The beeper (key tone) sounds when a key is pressed. This beeper can be turned on or off. **Note** ❒ Default: *ON*
Ready Operation Panel Beeper	Specify whether to sound the beeper when the machine becomes ready for copying immediately after Energy Saver mode is deactivated or the power is turned on. **Note** ❒ When the "Operation Panel Beeper" is set to OFF, the beeper does not sound even if the "Ready Operation Panel Beeper" is set to ON. ❒ Default: *ON*
Copy Count Display	The copy counter can be set to show the number of copies made (count up) or the number of copies remaining to be made (count down). **Note** ❒ Default: *Up (count up)*
Auto Response (Human) Sensor	If the machine does not detect anyone using it for a certain period of time, it will switch automatically to one of the reset modes – Auto Reset, System Reset, Low Power mode or Auto Off. You can cancel this setting. If the "Low Power Timer" in ⇒ P.7 *"Basic Page 1"* is set to "0", the "Auto Response (Human) Sensor" is disabled. **Note** ❒ Default: *Yes (On)*

Menu	Description
Auto Tray Switching	If you load paper of the same size in two or more trays, the machine automatically shifts to the other tray when the tray in use runs out of paper. You can set or cancel this setting. • If you select **[Yes]** (Using Auto Paper Select) If paper of the different orientation is loaded, limitless paper loading will take place for copying. • If you select **[No]** If paper of the same size and the same orientation is not loaded, the machine will stop copying and instruct you to load paper. **Note** ❒ Default: *Yes* ❒ If you put recycled paper, special paper or thin paper in paper trays using the Special Paper Indication menu, the Auto Tray Switching function is available to these trays only when their settings are identical. **Reference** See "Special Paper Indication" in ⇒ P.11 *"Paper Size Setting"*.
Auto Off Timer	The machine turns itself off automatically to conserve energy after your job is finished, after the selected time. This function is called "Auto Off". The time can be set from 1 to 240 minutes. **Note** ❒ Default: *90 minutes* ❒ Auto Off might not be effective when an error message is displayed. ❒ To return to the ready condition from Auto Off, the machine requires the same warm-up time as the time for becoming ready after its power is turned on.
Low Power Shift Time	The machine enters Low Power mode automatically after your job is finished, after the selected time. The time can be set from 1 to 240 minutes. **Note** ❒ Default: *15 minutes*

Menu	Description
Low Power Timer	The machine enters to Energy Saver mode automatically after your job is finished, after the selected time. The time can be set from 10 to 999 seconds, or 0. When the time is set to "0", Energy Saver mode will not be activated. **Note** ❒ Default: *60 seconds*
ADF Orig. Ejection	As a default setting, the scanned originals from the document feeder (ADF) are ejected to the ADF external tray. But, if there is no space to attach an ADF external tray, you can change the output tray to the ADF tray. However, if the output tray is set to the ADF tray, it takes a little more time than to the ADF external tray. **Note** ❒ Default: ADF Ext. Tray ❒ Even if ADF external tray is set, papers are ejected to the ADF tray in the 2 Sided → 2 Sided copy mode.
<F/F4>Size Setting	Currently three types of F size are available; $8^1/_2$" × 13", $8^1/_4$" × 13" and 8" × 13". The document feeder or platen cover sensor cannot distinguish these 3 types of originals. This function sets the F size from the document feeder or platen cover sensor. Auto Paper Select or Auto Reduce/Enlarge in the case of F size originals functions based on this setting. **Note** ❒ Default: *$8^1/_2$" × 13"* ▭

Basic Page 2

Menu	Description
System Reset	If no operation is performed for a selected time after interrupt copying, the interrupt copying will be canceled. This function is called "System Reset". The time can be set from 10 to 999 seconds, or 0. When the time is set to "0", System Reset will not be activated. **Note** ❒ Default: *60 seconds*

Menu	Description
Copy:Output Tray	You can specify a tray to which documents are delivered. **Note** ❒ You can select from the "Mainframe", "Finisher-Shift tray", "Finisher-Proof tray". ❒ Without the optional finisher installed, "Mainframe" is the only one output tray.

Set Time

When entering Set Time mode, if a key operator code has already been set, you must enter the code (up to 8 digits).

Reference

See "Key Operator Code" in ⇒ P.13 *"Count Manager"*.

Menu	Description
Set Date	Set the date for the copier's internal clock. **Note** ❒ You need to set this for the weekly timer to work properly.
Set Time	Set the time for the copier's internal clock. **Note** ❒ You need to set this for the weekly timer to work properly.
Weekly Timer: Monday Weekly Timer: Tuesday Weekly Timer: Wednesday Weekly Timer: Thursday Weekly Timer: Friday Weekly Timer: Saturday Weekly Timer: Sunday	Set the times when you want the machine to turn itself on/off for each day of the week. **Important** ❒ The timers do not work if the main power switch is turned off or the power cord is unplugged. ❒ To keep the power on throughout the day, set both the "On" and "Off" timers to zero. **Note** ❒ Enter times using the 24-hour clock (1 minute steps).

Menu	Description
Key Operator Code for Off Setting	Set a key operator code (up to 8 digits) to temporarily cancel the power off setting of the weekly timer. **Note** ❒ When the weekly timers are set and the operation switch is off, you can still use the machine by doing one of the following: • If the key operator code is set, turn on the operation switch and enter the code. • If the key operator code is not set, just turn on the operation switch.

About weekly timers

The weekly timers allow you to restrict use of the machine to certain times of the day and week. The machine will switch itself on and off everyday at the times you specify.

Important

❒ The timers do not work if the main power switch is turned off or the power cord is unplugged.

❒ When the power is off due to the activation of the weekly timer, you can temporarily cancel the power off state by entering the key operator code (up to 8 digits) set in "Key Operator Code for Off Setting."

Paper Size Setting

Menu	Description
Tray 1: Paper Size Setting Tray 2: Paper Size Setting Tray 3: Paper Size Setting	Select the size of the copy paper set in the paper tray. **Note** ❒ Concerning the paper size setting for the Tray 2, the setting of the paper size selector has priority. ❒ If the specified paper size differs from the size of paper actually set in the paper tray, a paper misfeed might occur because the paper size is not detected correctly. ❒ To set a paper size for the optional 3500-sheet large capacity tray (LCT), contact your service representative. **Reference** See "Changing The Paper Size" in the "Copy Reference" manual.

Menu	Description
Bypass Tray: Special Paper Indication Tray 1: Special Paper Indication Tray 2: Special Paper Indication Tray 3: Special Paper Indication LCT: Special Paper Indication	Set an indication to identify the type of paper loaded in each tray. **Limitation** ❒ The machine cannot auto-select trays that you have designated as "Thin" or "Special Paper" using the Special Paper Indication function. Therefore, if all trays designated as "Thin" or "Special Paper", the Auto Paper Select function is not available. **Note** ❒ Default: • Bypass Tray: Cover (Mode Selected) and Slip Sheet (Mode selected) • Tray 1: No Display • Tray 2: No Display • Tray 3: No Display • LCT: No Display ❒ "Recycled Paper" appears on the display when recycled paper is selected, "Special Paper" when special paper, and "Thin" when thin paper. ❒ You can also have "Cover" and "Slip Sheet" displayed. ❒ To display "Cover" or "Slip Sheet", select either "Full Time" or "Mode Selected". If you select "Mode selected", "Cover" or "Slip Sheet" is displayed only when Cover or Slip Sheet function is selected. ❒ When displaying the settings of "Cover" and "Slip Sheet", you cannot select "Full Time" for the same tray for both at the same time. Priority is given to whichever setting is set first. ❒ If "Cover" or "Slip Sheet" cannot be selected, "Cover" or "Slip Sheet" has already been selected for another tray. Cancel the setting of the other tray and start over again.

Count Manager

When entering Count Manger mode, if a key operator code has already been set, you must enter the code (up to 8 digits).

Reference

See "Key Operator Code" in⇒ P.13 *"Count Manager"*.

Menu	Description
Set User Code	Specify whether to employ user codes to restrict copier users and manage the number of copies made. **Reference** For Registering the User Code, see "User Code Register/Change/Delete" in Count Manager of the "Copy Reference" manual.
Key Operator Code	If you select "Yes", only operators who know the key operator code (up to 8 digits) can access the "Set Time" and "Count Manager" user tools. **Note** ❒ Default: *No* ❒ If you select "Yes", you should register the key operator code.
AOF (Keep it On)	**Note** ❒ For details of this function, contact your service representative.

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RICOH

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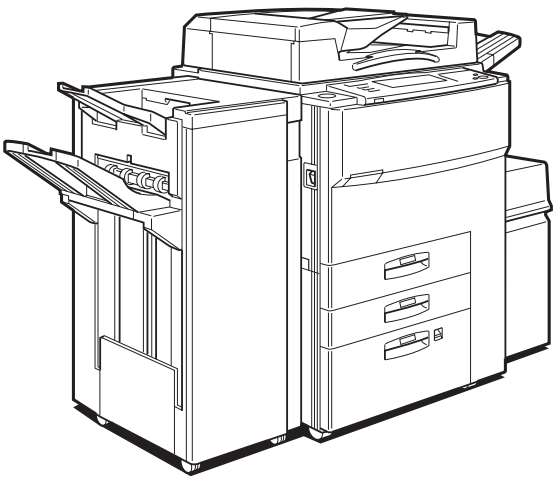
OPERATING INSTRUCTIONS

COPY REFERENCE



Read this manual carefully before you use this product and keep it handy for future reference.
For safety, please follow the instructions in this manual.

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Aficio 650 OPERATING INSTRUCTIONS

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Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Notes:

Some illustrations may be slightly different from your machine.

Certain options may not be available in some countries. For details, please contact your local dealer.

Operator Safety:

This machine is considered a class 1 laser device, safe for office/EDP use. The machine contains two 5-milliwat, 760 – 800 nanometer wavelength, GaAlAs laser diodes. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

The following label is attached on the back side of the machine.

Laser Safety:

The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement of the optical subsystem is required.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Two kinds of size notation are employed in this manual. With this machine refer to the Metric version.

For good copy quality, Ricoh recommends that you use genuine Ricoh toner.

Ricoh shall not be responsible for any damage or expense that might result from the use of parts other than genuine Ricoh parts in your Ricoh office product.

Power Source

240 V, 50 Hz, 8 A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see ⇒ P.217 *"Power Connection"*.

CE

Declaration of Conformity

“The Product complies with the requirements of the EMC Directive 89/336/EEC and the Low Voltage Directive 73/23/EEC.”

In accordance with ISO Standard 7001, this machine uses the following symbols for the main power switch:

| means POWER ON.

⏻ means STAND BY.

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Safety Information

When using your machine, the following safety precautions should be always be followed.

Safety During Operation

In this manual, the following important symbols are used:

⚠ ***WARNING:***
Ignoring this warning could cause serious injury or even death.

⚠ ***CAUTION:***
Ignoring this caution could cause injury or damage to property.

Examples Of Indications

Symbols ⚠ mean a situation that requires you take care.

Symbols ⚠ mean "Hot surface".

Do NOT carry out the operation represented by this symbol ⃠.
This example means "Do not take apart".

Symbols ● mean you MUST perform this operation.
This example means "You must remove the wall plug".

⚠ *WARNING:*

- ***Only connect the machine to the power source described on the inside front cover of this manual.***
- ***Avoid multi-wiring.***
- ***Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it, pull it hard or bend it more than necessary. These actions could cause an electric shock or fire.***
- ***Do not plug or unplug the power cord with your hands wet. Otherwise, an electric shock might occur.***

- ***Make sure the wall outlet is near the machine and freely accessible so that in event of an emergency it can be unplugged easily.***

- ***Do not remove any covers or screws other than those specified in this manual. Some parts of the machine are at a high voltage and could give you an electric shock. Also, if the machine has laser systems, direct (or indirect) reflected eye contact with the laser beam may cause serious eye damage. When the machine needs to be checked, adjusted, or repaired, contact your service representative.***
- ***Do not take apart or attempt any modifications to this machine. There is a risk of fire, electric shock, explosion or loss of sight. If the machine has laser systems, there is a risk of serious eye damage.***

- ***If the machine looks damaged or breaks down, smoke is coming out, there is a strange smell or anything looks unusual, immediately turn off the operation and main power switches then unplug the power cord from the wall. Do not continue using the machine in this condition. Contact your service representative.***
- ***If metal, liquid or foreign matter falls into the machine, turn off the operation and main power switches, and unplug the main power cord. Contact your service representative. Do not keep using the machine with a fault or defect.***

- ***Do not put any metal objects or containers holding water (e.g. vases, flowerpots, glasses) on the machine. If the contents fall inside the machine, a fire or electric shock could occur.***

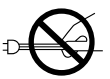
- ***Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of the used toner containers according to local regulations for plastics.***

⚠ *CAUTION:*

- *Keep the machine away from humidity and dust. A fire or an electric shock might occur.*
- *Do not place the machine on an unstable or tilted surface. If it topples over, it could cause injury.*

- *After you move the machine, fix it with the caster fixture. Otherwise, the machine might move or come down to cause a personal injury.*

- *When you move the machine, unplug the power cord from the wall outlet to avoid fire or electric shock.*
- *When the machine will not be used for a long time, unplug the power cord.*



- *When you pull out the plug from the socket, grip the plug to avoid damaging the cord and causing fire or electric shock.*

- *If you use the machine in a confined space, make sure there is a continuous air turnover.*

- *Do not reuse stapled paper. Do not use aluminum foil, carbon-containing paper or other conductive paper. Otherwise, a fire might occur.*

- *When removing misfed paper, do not touch the fusing section because it could be very hot.*

- *This machine has been tested for safety using this supplier's parts and consumables. We recommend you only use these specified supplies.*

- *Do not eat or swallow toner.*
- *Keep toner (used or unused) and toner containers out of reach of children.*

- *This equipment is only to be installed by a qualified service personnel.*

- *Deliver to collection point for waste products. Do not be disposed of via domestic refuse collection.*

How To Read This Manual

Symbols

In this manual, the following symbols are used:

⚠ ***WARNING:***
This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

⚠ ***CAUTION:***
This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

* The statements above are notes for your safety.

Important
If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation
This symbol indicates the prior knowledge or preparations required before operating.

Note
This symbol indicates precautions for operation, or actions to take after misoperation.

Limitation
This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference
This symbol indicates a reference.

[ ]
Keys that appear on the machine's panel display.

【 】
Keys built into the machine's operation panel.

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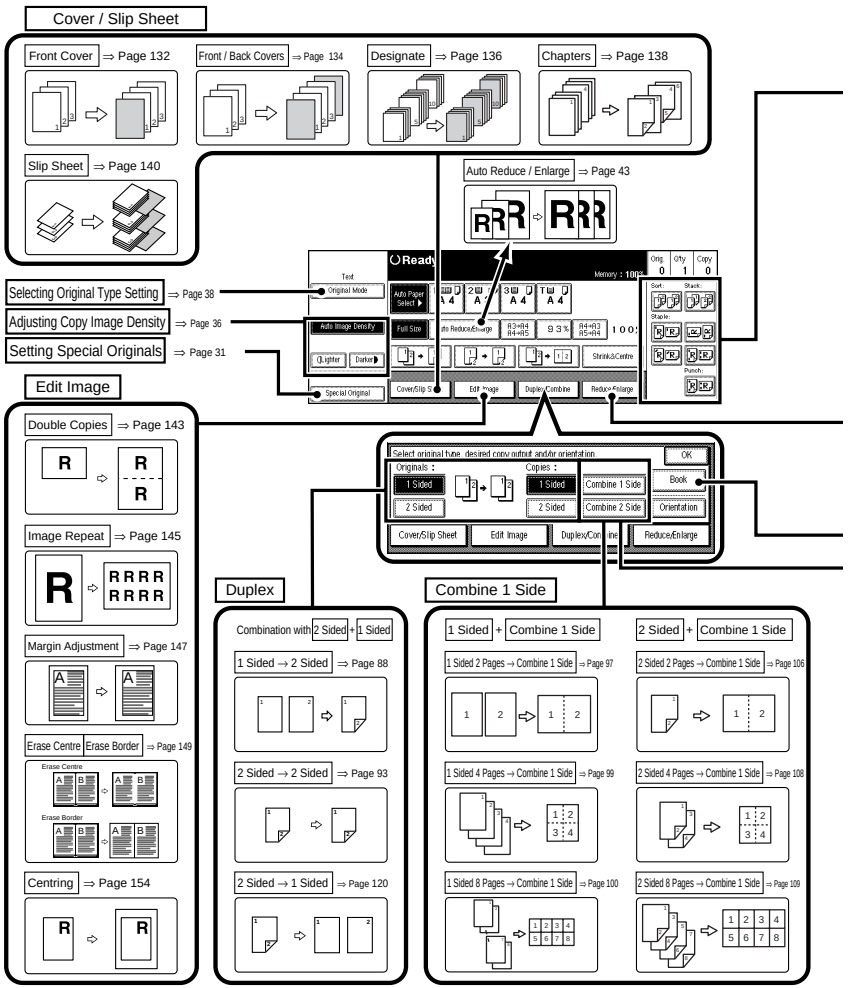
What You Can Do With This Machine (Copy Mode)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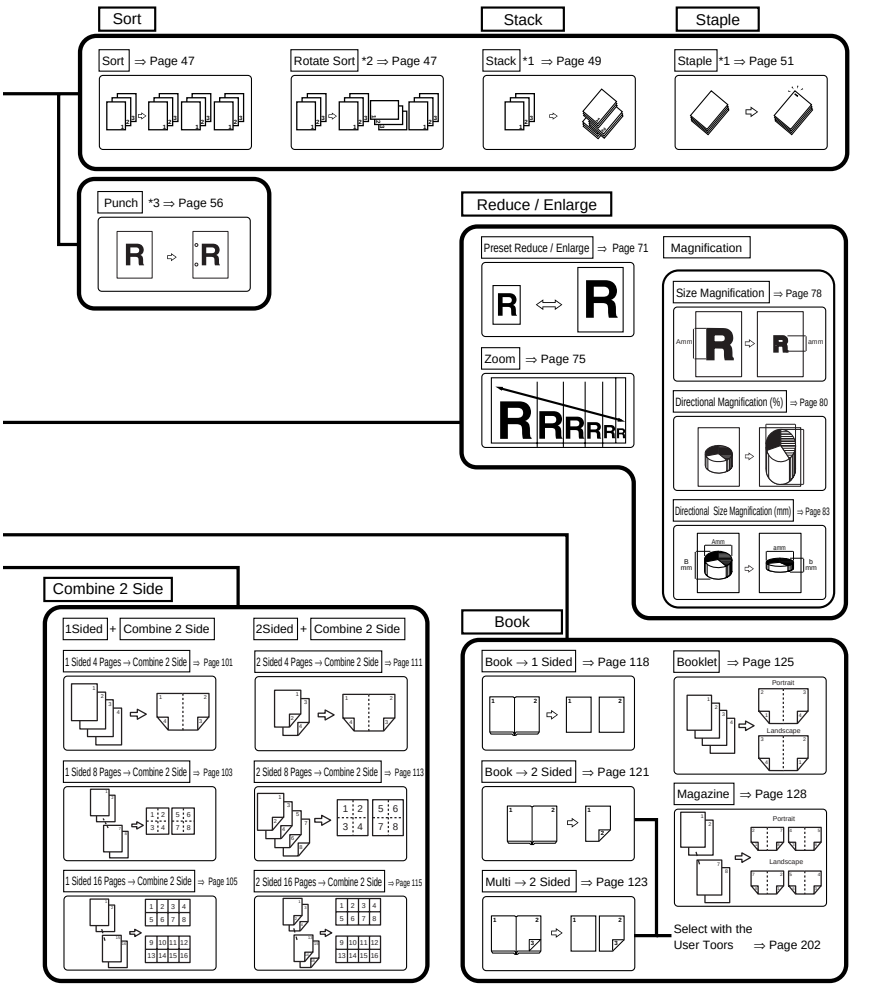
*1 Optional finisiher is required.
*2 This mode can be used when the optional finisher is not installed.
*3 Optional finisher and punch kit are required.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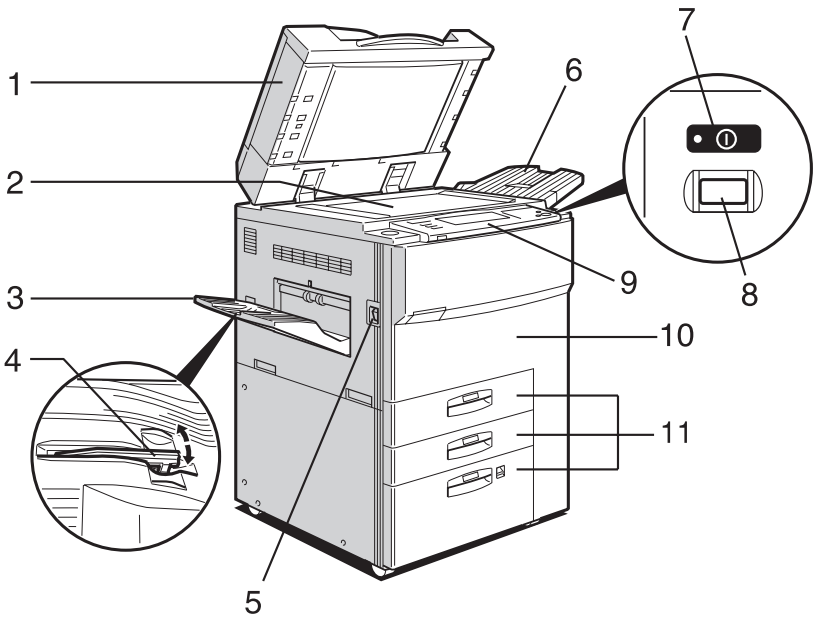
Guide To Components



1. Document Feeder (ADF)

The document feeder automatically feeds a stack of originals one by one.

2. Exposure glass

Position originals here face down for copying. See ⇒ P.18 *"Originals"*.

3. Output tray

Copied paper is delivered here face down.

4. Output tray guide

Note

❒This guide prevents copied OHP transparencies and translucent paper from being curled when delivered. See ⇒ P.6 *"Output Tray Guide"*.

5. Main power switch

Note

❒If the machine does not operate after turning on the operation switch, check if the main power switch is turned on. If it is off, turn it on.

6. ADF external tray

When copying one-sided originals, the originals are delivered here.

7. On indicator

This indicator lights up when the operation switch is turned on, and goes off when the switch is turned off.

8. Operation switch

Press this switch to turn the power on (the **On** indicator lights up). To turn the power off, press this switch again (the **On** indicator goes off).

9. Operation panel

See ⇒ P.8 *"Operation Panel"*.

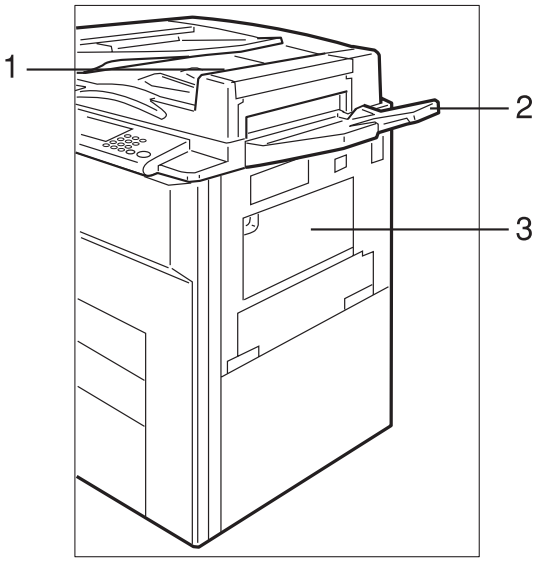
10. Front cover

Open to access the inside of the machine.

11. Paper tray

Set paper here.

Tray 1 is a tandem tray where the paper on the left side automatically moves to the right side when the paper on the right side has run out. See ⇒ P.166 *"Loading Paper"*.



TSPH010E

1. ADF tray

When copying two-sided originals, the originals are delivered here.

Note

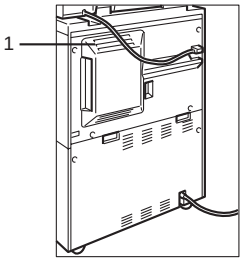
❒Even when copying one-sided originals, you can select the ADF tray. See "ADF Tray Setting" of the "System Settings" manual.

2. ADF external tray

When copying one-sided originals, the originals are delivered here.

3. Bypass tray

Use to copy onto OHP transparencies, adhesive labels, translucent paper, post cards, and non-standard size paper. See ⇒ P.59 *"Copying From The Bypass Tray"*.



TSPH240E

1. Ventilation hole

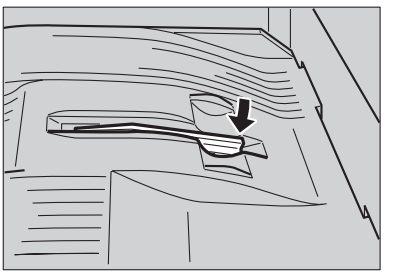
Prevents overheating. Do not obstruct the ventilation hole by placing or leaning an object near it. If the machine overheats, a fault might occur.

Output Tray Guide

When copying onto OHP transparencies and translucent paper, raise the guide. This prevents copies from being curled when delivered.

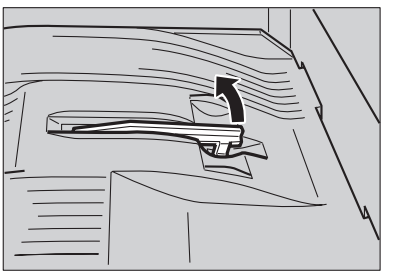
❖To copy onto normal paper and thick paper

Lower the right end of the guide until it clicks.

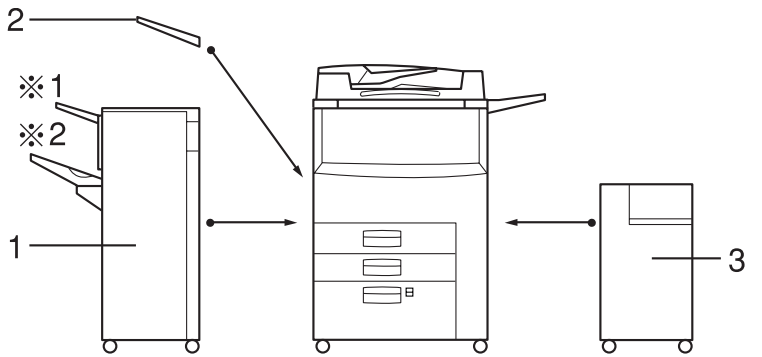

TSPH020E

❖To copy onto OHP transparencies and translucent paper

Raise the right end of the guide until it clicks.


TSPH030E

Options



1. Finisher

Sorts, stacks, and staples copies. You can also punch copies. (The Punch function is optional.)

•1: Proof tray

•2: Shift tray

Other option:

•Punch kit

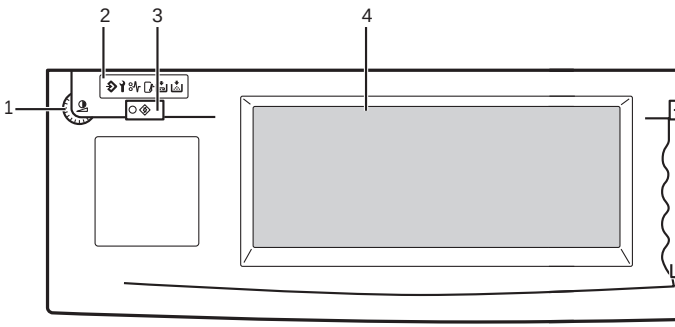
2. Output tray (Can be installed when the finisher is not installed.)

Copied paper is delivered here face down.

3. Large Capacity Tray (LCT)

Holds 3,500 sheets of paper.

Operation Panel



1. Screen Contrast knob

Adjusts the brightness of the panel display.

2. Indicators

These indicators show errors or the status of the machine.

See ⇒ P.159 *"WHAT TO DO IF SOMETHING GOES WRONG"*.

3. 【User Tools/Counter】key

•User Tools
Press to change the default settings and conditions to meet your requirements.

•Counter
Press to check or print the total number of copies made.

See ⇒ P.193 *"USER TOOLS (COPY FEATURES)"*.

4. Panel display

Shows operation status, error messages, and function menus. See ⇒ P.10 *"Panel Display"*.

5. 【Program】key

Press to select the program mode. See ⇒ P.64 *"Program—Storing Your Copy Settings In Memory"*.

6. 【Clear Modes/Energy Saver】key

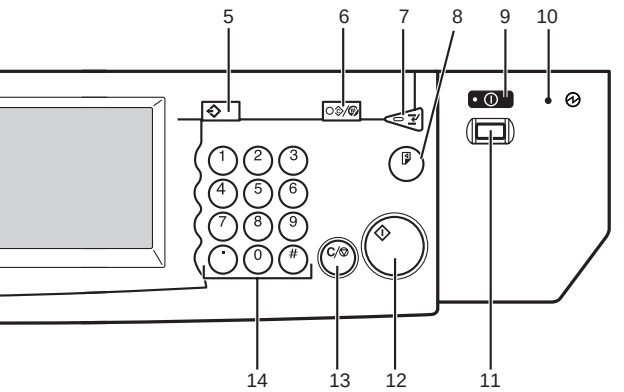
Press to clear the previously entered copy job settings. Also use to switch to and from Energy Saver mode. See ⇒ P.67 *"Energy Saver Mode—Saving Energy"*.

7. 【Interrupt】key

Press to make interrupt copies during a copy run. See ⇒ P.67 *"Interrupt—Temporarily Stopping One Job To Copy Something Else"*.

8. 【Sample Copy】key

Use this key to make a single sample copy before starting a long copy run. By checking the finish and making any necessary changes to the image quality settings before you make multiple copies, you can save time and paper. See ⇒ P.70 *"Sample Copy—Checking Output Quality Before Making A Long Copy Run"*.



TSPH200E

9. On indicator

This indicator lights up when the operation switch is turned on, and goes off when the switch is turned off.

10. Main Power indicator

This indicator lights up when the main power switch is turned on, and goes off when the switch is turned off.

11. Operation switch

Press this switch to turn the power on (the **On** indicator lights up). To turn the power off, press this switch again (the **On** indicator goes off).

12. 【Start】key

Press to start copying. Use to set the Auto Start. See ⇒ P.69 *"Auto Start—Entering Copy Job Settings During The Warm-up Period"*.

13. 【Clear/Stop】key

While entering numbers, press to cancel a number to have entered. While copying, press to stop copying.

14. 【Number】keys

Use to enter the desired number of copies and data for selected modes.

Use the Enter key to enter data in selected modes.

Panel Display

The panel display shows operational status, error messages, and function menus.

Important

❒Do not apply a strong shock or force of about 30 N (about 3 kgf) or more to the panel display. Otherwise, the display might be damaged.

Note

❒The function items displayed serve as selector keys. You can select or specify an item by lightly pressing it.

❒When you select or specify an item on the panel display, it is highlighted like Full Size.

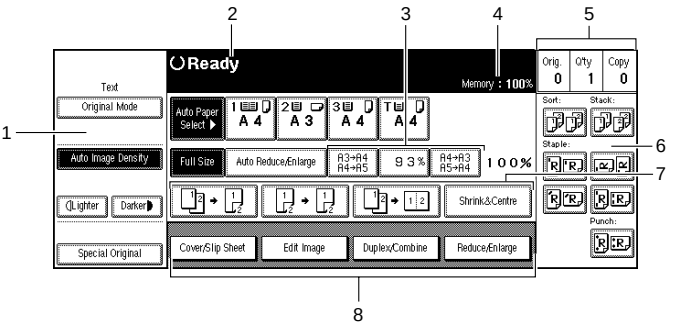
❒Keys appearing as OK cannot be used.

Displays And Key Operations

Note

❒The following illustrations are examples for the machine with the optional finisher unit and large capacity tray (LCT) installed.

❖Copy initial display



TSPH220E

1. **Original Mode, Image Density and Special Original mode.**

2. **Operational status or messages.**

3. **You can register up to three frequently used reduce/enlarge ratios other than the fixed reduce/enlarge ratios. See "Shortcut R/E" in ⇒ P.201 *"General Features $^{2}/_{3}$"*.**

4. **Shows the remaining capacity of memory as a percentage.**

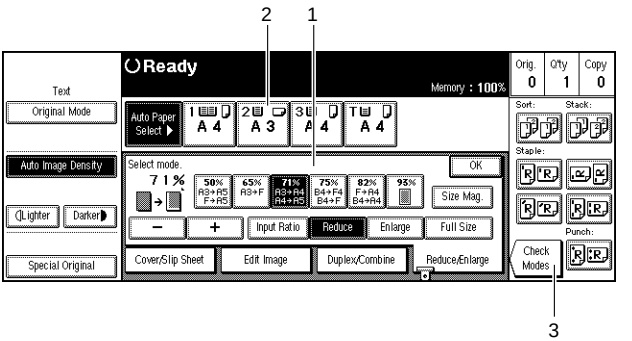
5. **Displays the number of originals scanned into memory, number of copies set, and number of copies made.**

6. **Sort, Stack, Staple or Punch mode.**

7. **Displays the contents of the Shortcut keys. You can register frequently used functions in these keys. See "Shortcut keys" in ⇒ P.203 *"General Features $^{3}/_{3}$".***

8. **Shows the available functions. Touch a function name to display its menu. For example, touch the [Reduce/Enlarge] key to bring up the Reduce/Enlarge menu.**

❖Function menu display



TSPH230E

1. **Items you can select.**

2. **The key highlighted with the lower line underlined indicates the tray feeding the paper.**

3. **The [Check Modes] key appears when you have selected function(s). Touch this key to view the functions currently selected.**

Function List Based On Options

The function that are available to you depend on your machine configuration and which options you have. See the table below.
❍…Available
×…Not available

		Finisher (Option)		Place originals	
		without installed	installed	on the exposure glass	in the document feeder
Batch (SADF)		❍	❍	--	❍
Mixed Sizes		❍	❍	--	❍
Thin		❍	❍	--	❍
Adjusting Image Density		❍	❍	❍	❍
Selecting Original Type		❍	❍	❍	❍
Selecting Copy Paper		❍	❍	❍	❍
Auto Reduce/Enlarge		❍	❍	❍	❍
Sort		❍	×	❍	❍
Rotate Sort		❍	×	❍	❍
Stack		×	❍	❍	❍
Punch		×	❍ *1	❍ *1	❍ *1
Staple		×	❍	❍	❍
Copying from the Bypass Tray		❍	❍	❍	❍
Program		❍	❍	❍	❍
Reduce/Enlarge		❍	❍	❍	❍
Zoom		❍	❍	❍	❍
Size Magnification		❍	❍	❍	❍
Directional Magnification (%)		❍	❍	❍	❍
Directional Size Magnification (mm)		❍	❍	❍	❍
Duplex	1 Sided → 2 Sided	❍	❍	❍	❍
	2 Sided → 2 Sided	❍	❍	❍	❍

		Finisher (Option)		Place originals	
		without installed	installed	on the exposure glass	in the document feeder
Combine	1 Sided 2 pages → 1 Side	❍	❍	❍	❍
	1 Sided 4 pages → 1 Side	❍	❍	❍	❍
	1 Sided 8 pages → 1 Side	❍	❍	❍	❍
	1 Sided 4 pages → 2 Side	❍	❍	❍	❍
	1 Sided 8 pages → 2 Side	❍	❍	❍	❍
	1 Sided 16 pages → 2 Side	❍	❍	❍	❍
	2 Sided 2 pages → 1 Side	❍	❍	❍	❍
	2 Sided 4 pages → 1 Side	❍	❍	❍	❍
	2 Sided 8 pages → 1 Side	❍	❍	❍	❍
	2 Sided 4 pages → 2 Side	❍	❍	❍	❍
	2 Sided 8 pages → 2 Side	❍	❍	❍	❍
	2 Sided 16 pages → 2 Side	❍	❍	❍	❍
Book	Book → 1 Sided	❍	❍	❍	❍
	2 Sided → 1 Sided	❍	❍	❍	❍
	1 Sided → 2 Sided	❍	❍	❍	❍
	2 Sided → 2 Sided	❍	❍	❍	❍
	2 Sided → 2 Sided	❍	❍	❍	❍
	Booklet	❍	❍	❍	❍
	Magazine	❍	❍	❍	❍
Cover/Designate/Chapters		❍	❍	❍	❍
Slip Sheet		❍	❍	❍	❍
Double		❍	❍	❍	❍
Repeat		❍	❍	❍	❍
Margin Adjust		❍	❍	❍	❍
Erase Centre/Border		❍	❍	❍	❍
Centring		❍	❍	❍	❍

*1The optional punch kit required.

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Starting The Machine

To start the machine, press the operation switch to turn the power on.

Note

❒ This machine automatically enters Energy Saver mode or turns itself off if you do not use the machine for a while. See "Energy Saver Mode—Saving Energy" and "Auto Off Timer" of the System Settings.

Power switches

This machine has the operation switch and main power switch.

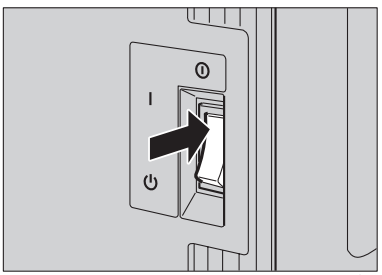
❖ **Operation switch (right side of the operation panel)**
Press this switch to activate the machine. When the machine has warmed up, you can make copies.

❖ **Main power switch (left side of the machine)**
When the machine is not to be used for an extended period of time, turn off the main power switch.

Starting The Machine

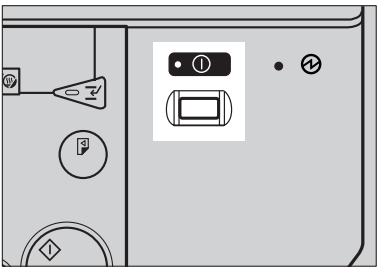
1 **Make sure that the power cord is plugged into the wall outlet firmly.**

2 **Turn on the main power switch.**



Turning On The Power

1 **Press the operation switch to make the On indicator light up.**



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The panel display will come on.

Note

❒ If the power is not turned on when the operation switch is pressed, check if the main power switch is on. If off, turn it on.

❒ During the warm-up period (less than 330 seconds), you can use the Auto Start function. See ⇒ P.69 *"Auto Start—Entering Copy Job Settings During The Warm-up Period"*.

When the machine is set for user codes

1 **Enter your user code using the 【Number】 keys. Then press the 【#】 key.**

Note

❒ To prevent others from making copies with your user code, press the **【Clear Modes/Energy Saver】** key and the **【Clear/Stop】** key simultaneously after copying.

Reference

For setting user codes, see ⇒ P.212 *"Count Manager"*.

When the 【Clear Modes/Energy Saver】 indicator is lit

The machine is in Energy Saver mode.

1 **Press any key.**

The machine will return to the ready condition.

Note

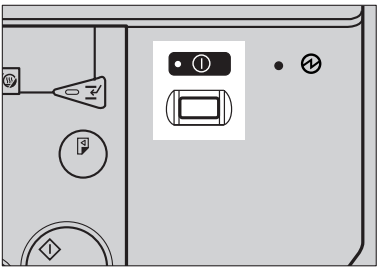
❒ The machine will also return to the ready condition when an original is set in the document feeder, or the document feeder is opened.

Reference

See “Low Power Timer” of the “System Settings” manual.

Turning Off The Power

1 **Press the operation switch to make the On indicator go off.**



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Originals

Sizes And Weights Of Recommended Originals

❖ **Metric version**

Where original is set	Original Size	Original Weight
Exposure glass	Up to A3	--
Document feeder	1-sided originals: A3 – B6	52 – 128 g/m^2
	2-sided originals: A3 – A5	52 – 105 g/m^2
	Thin Paper mode: A3 – B6	41 – 128 g/m^2

❖ **Inch version**

Where original is set	Original Size	Original Weight
Exposure glass	Up to 11" × 17"	--
Document feeder	1-sided originals: 11" × 17" – 5 1/2" × 8 1/2"	14 – 34 lb
	2-sided originals: 11" × 17" – 5 1/2" × 8 1/2"	14 – 28 lb
	Thin Paper mode: 11" × 17" – 5 1/2" × 8 1/2"	11 – 34 lb

Non-recommended originals for the document feeder

Setting the following originals in the document feeder might cause paper misfeeds or damage to the originals. Set these originals on the exposure glass.

- Originals other than those specified in ⇒ P.18 *"Sizes And Weights Of Recommended Originals"*
- Stapled or clipped originals
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermal fax paper, art paper, aluminum foil, carbon paper, or conductive paper

- Originals with perforated lines
- Originals with indexes, tags, or other projecting parts
- Sticky originals such as translucent paper
- Thin original that has low stiffness
- Originals of inappropriate weight ⇒ P.18 *"Sizes And Weights Of Recommended Originals"*
- Bound originals such as books
- Transparent originals such as OHP transparencies or translucent paper

Sizes Difficult To Detect

It is difficult for the machine to detect the sizes of the following originals, so select the paper size manually.

- Originals with indexes, tags, or other projecting parts
- Transparent originals such as OHP transparencies or translucent paper
- Dark originals with many letters and drawings
- Originals which partially contain solid image
- Originals which have solid image at their edges
- Originals other than those (with ❍) in the table below. See ⇒ P.19 *"Sizes detectable by the Auto Paper Select"*.

Sizes detectable by the Auto Paper Select

❖ **Metric version**

Size / Place of original	A3	B4	A4	B5	A5	B6	11 " × 17"	11 " × 15"	8 1/2" × 14"	8 1/2" × 11"	5 1/2" × 8 1/2"	8 1/2" × 13" *1
Exposure glass	❍	❍	❍	❍	×	×	×	×	×	×	×	❍
Document feeder	❍	❍	❍	❍	❍	❍	❍	❍	×	❍	×	❍

*1 You can select from 8 1/2" × 13", 8 1/4" × 13" and 8" × 13" using the user tool (system settings). See "<F/F4> Size Setting" of the "System Settings" manual.

1

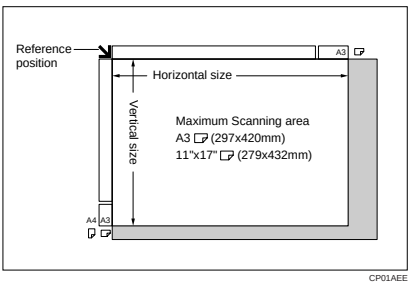
❖ Inch version

Size / Place of original	A3	B4	A4	B5	A5	B6	11"× 17"	11"× 15"	8 1/2" × 14"	8 1/2" × 11"	5 1/2" × 8 1/2"	8 1/2" × 13" *1
Exposure glass	×	×	×	×	×	×	❍	×	❍	❍	×	×
Document feeder	×	×	❍	×	×	×	❍	❍	❍	❍	❍	❍

*1 You can select from 8 1/2" × 13", 8 1/4" × 13" and 8" × 13" using the user tool (system settings). See "<F/F4> Size Setting" of the "System Settings" manual.

Original Sizes And Scanning Area/Missing Image Area

❖ Exposure glass



Limitation

❒ Even if you correctly set originals in the document feeder or on the exposure glass, 3 mm, 0.1" margins on all four sides might not be copied.

Copy Paper

Recommended Paper Sizes And Types

The following limitations apply to each tray:

	Metric version	Inch version	Paper weight	Paper capacity
Tray 1 *1 (With a separator as Tandem tray.)	A4 ▯, B5 ▯, 8 1/2" × 11" ▯ **Note** ❒ You have to specify paper size using the user tools. See ⇒ P.182 *"Changing The Paper Size"*.		52 – 128 g/m², 14 – 34 lb	500 + 500 sheets
Tray 1 *1 (Without a separator in the tray.)	A3▭, B4▭, A4 ▯ ▭, B5 ▯ ▭, 11" × 17"▭, 8 1/2" × 14"▭, 8 1/2" × 11" ▯ ▭		52 – 128 g/m², 14 – 34 lb	500 sheets
Tray 2	A3▭, (B4▭), A4 ▯ ▭, (B5 ▯ ▭), A5 ▯, (11" × 17"▭), (8 1/2" × 14"▭), (8 1/2" × 11"▭), (8 1/2" × 13" ▯), 8 1/2" × 13"▭, (8" × 10 1/2" ▭), (8" × 10"▭), (8" × 13"▭), 8 1/4" × 13"▭, (10" × 14"▭), (11" × 15"▭), (5 1/2" × 8 1/2" ▯) **Note** ❒ You have to specify the paper size with the user tools when selecting paper sizes in parentheses. See ⇒ P.182 *"Changing The Paper Size"*.	(A3▭), (B4▭), (A4 ▯ ▭), (B5 ▯ ▭), (A5 ▯), 11" × 17"▭, 8 1/2" × 14"▭, 8 1/2" × 11" ▯ ▭, (8 1/2" × 13"▭), 8" × 10 1/2" ▭, 8" × 10"▭, 8" × 13"▭, (8 1/4" × 13"▭), 10" × 14"▭, 11" × 15"▭, 5 1/2" × 8 1/2" ▯ **Note** ❒ You have to specify the paper size with the user tools when selecting paper sizes in parentheses. See ⇒ P.182 *"Changing The Paper Size"*.	52 – 128 g/m², 14 – 34 lb	550 sheets
1500-sheet LCT *1	B4▭, A4 ▯ ▭, B5 ▯ ▭, 8 1/2" × 14"▭, 8 1/2" × 11" ▯ ▭		52 – 128 g/m², 14 – 34 lb	1,500 sheets

		Metric version	Inch version	Paper weight	Paper capacity
Bypass tray *3 *4 *6	Standard size	A3□, A4□, A5□, 8" × 13"□	A3□, 11" × 17"□, 8 1/2" × 14"□, 8 1/2" × 11"□, 5 1/2" × 8 1/2"□	52 – 163 g/m², 14 – 90 lb	50 sheets
	Non-standard size *2	Vertical: 100 – 300 mm Horizontal: 148 – 432 mm	Vertical: 4.0" – 11.7" Horizontal: 6.0" – 17.0"	52 – 163 g/m², 14 – 90 lb	1 sheet
		Postcards, adhesive labels, translucent paper, OHP transparencies *5			

*1 The paper tray fence is fixed. If you wish to change the size of paper set in this tray, please contact your service representative.

*2 If you wish to copy onto non-standard size paper, set the paper in the Bypass Tray and specify the size. See ⇒ P.59 *"Copying From The Bypass Tray"*.

*3 If you wish to copy onto OHP transparencies or thick paper, select OHP or Thick Paper mode. See ⇒ P.62 *"When copying onto OHP transparencies or thick paper"*.

*4 Note that you cannot copy onto thick paper or OHP transparencies when "Face-Up/Down Selection in Bypass Mode" is set to "Face Up Exit ." Use standard high-quality paper with a weight of 52 – 128 g/m² (14 – 34 lb) instead. See "Face-up/Down selection in Bypass Mode" in ⇒ P.212 *"Count Manager"*.

*5 Always set one sheet at a time. See ⇒ P.59 *"Copying From The Bypass Tray"*.

*6 When setting copy paper, make sure the stack height does not exceed the limit mark. The maximum number of sheets you can set at once depends on the paper thickness and condition.

Important

❒ If you use damp or curled paper, a misfeed might occur. In such a case, try turning over the paper stack in the paper tray. If there is no improvement, change to copy paper with less curl.

Note

❒ When you use the bypass tray, be sure to set the copy paper direction to □.

❒ Post cards should be fed from the bypass tray.

❒ If you load paper of the same size and in the same direction in two or more trays, the machine automatically shifts to another tray when the tray in use runs out of paper. This function is called Auto Tray Switch. (If you put recycled paper or special paper in paper trays using the Special Paper Indicate menu, this function is not available to these trays unless their settings are identical.) This saves interrupting a copy run to replenish paper even when you make a large number of copies. You can cancel this setting. See "Auto Paper Select", and "Auto Tray Switching" of the "System Settings" manual, and "Bypass Tray: Special paper Indication" of the "System Settings" manual.

Reference

If you want to add paper, see ⇒ P.166 *"Loading Paper"*.

If you want to change the paper size, see ⇒ P.182 *"Changing The Paper Size"*.

Non-recommended Paper

⚠ ***CAUTION:***

- *Do not reuse stapled paper. Do not use aluminum foil, carbon-containing paper or other conductive paper. Otherwise, a fire might occur.*

Important

❒ Do not use paper with any kind of coating as follows. Otherwise, a fault might occur.
- Thermal fax paper
- Art paper
- Aluminum foil
- Carbon paper
- Conductive paper
- Colored OHP transparencies
- Paper with perforated lines
- Hemmed paper

❒ Do not use copy paper that has been already copied on. Otherwise, a fault might occur.

Note

❒ Do not use the following type of paper because a paper misfeed might occur.
- Bent, folded, or creased paper
- Torn paper
- Slippery paper
- Perforated paper
- Rough paper
- Thin paper that has low stiffness
- Paper with much paper dust on its surface

❒ If you make a copy on rough grain paper, the copy image might be blurred.

❒ Do not use paper which has been copied or printed on.

Paper Storage

Note

❒ When storing paper, the following precautions should always be followed:

- Do not store paper where it will be exposed to direct sunlight.
- Avoid storing paper in humid areas (humidity: 70 % or less).
- Store on a flat surface.

❒ Keep open reams of papers in the package, and store as you would unopened paper.

❒ Under high temperature and high humidity, or low temperature and low humidity conditions, store papers in a vinyl bag.

Toner

Handling Toner

⚠ ***WARNING:***

- ***Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of the used toner containers according to local regulations for plastics.***

⚠ ***CAUTION:***

- *Do not eat or swallow toner.*
- *Keep toner (used or unused) and toner containers out of reach of children.*

⚠ ***CAUTION:***

- *This machine has been tested for safety using this supplier's parts and consumables. We recommend you only use these specified supplies.*

Important

❒ If you use toner other than that recommended, a fault might occur.

Reference

If you want to add toner, see ⇒ P.172 "*Adding Toner*".

Toner Storage

Note

❒ When storing toner, the following precautions should always be followed:

- Store toner containers in a cool, dry place free from direct sunlight.
- Do not store toner where it will be exposed to heat.
- Do not eat or swallow toner, and keep it out of reach of children.
- Store on a flat surface.

Used Toner

Note

❒ Used toner cannot be re-used.

1

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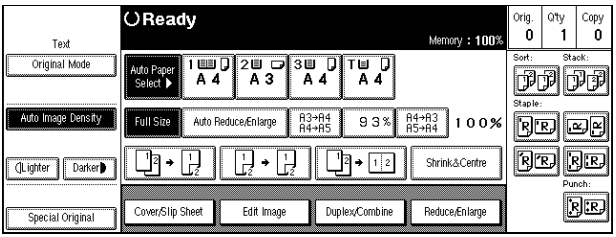
Basic Procedure

1 **Make sure that the machine is in Copy mode.**



2 **When the machine is set for user code, enter the user code with the 【Number】 keys and then press the 【#】 key.**

Reference

See ⇒ P.68 *"User Codes"*.

3 **Make sure that there are no previous settings remaining.**

Note

❒ To clear settings, press the 【Clear Modes/Energy Saver】 key.

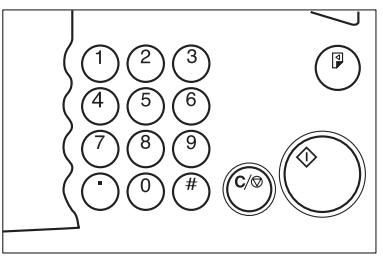
4 **Set your originals.**

Reference

See ⇒ P.29 *"Setting Originals"*.

5 **Set your desired settings.**

6 **Enter the number of copies required with the 【Number】 keys.**



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Note

❒ The maximum copy quantity can be set between 1 and 999 (default: *999*). See "Maximum Copy Quantity" in ⇒ P.201 *"General Features 2/3"*.

❒ To change the number entered, press the 【Clear/Stop】 key and enter the new number.

7 Press the 【Start】 key.

The machine starts copying.

Note

❒ Usually, when you set a single original on the exposure glass or in the document feeder, the copied paper is delivered face-up. However, with some functions copies will be delivered face-down.

❒ You can specify to deliver copied paper either face up or face down. (Except for copying through the bypass tray) See "Platen Mode Exit" in ⇒ P.210 *"Input Output"*.

❒ To stop the machine during the multi-copy run, press the 【Clear/Stop】 key.

❒ To return the machine to the initial condition after copying, press the 【Clear Modes/Energy Saver】 key.

Auto Reset

The machine returns to its initial condition automatically after your job is finished, after a certain period of time. This function is called "Auto Reset".

Note

❒ You can change the Auto Reset time. See "Auto Reset" in ⇒ P.198 *"General Features 1/3"*.

Auto Off

The machine turns itself off automatically after your job is finished, after a certain period of time. This function is called "Auto Off".

Note

❒ You can change the Auto Off time. See "Auto Off Timer" of the "System Settings" manual.

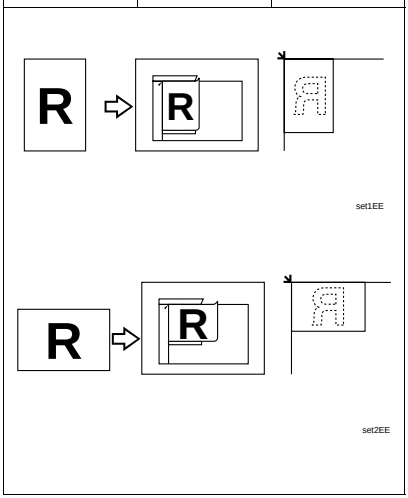
Setting Originals

Limitation

❒ Set the original after correction fluid and ink has completely dried. Not taking this precaution could mark the exposure glass and cause marks to be copied.

Note

❒ Basically the originals should be aligned to the rear left corner. However, some copy functions may produce different results depending on the direction of the originals. For details, see explanations of each function.

Originals	Set in the document feeder	Set on the exposure glass
		

Reference

See ⇒ P.18 *"Originals"*.

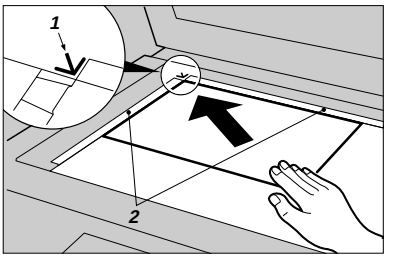
Setting Originals On The Exposure Glass

1 Lift the document feeder.

Note

❒ Be sure to open the document feeder by more than 30°, otherwise the original size might not be detected correctly.

2 Set the original face down on the exposure glass. The original should be aligned to the rear left corner.



1: Reference mark

2: Scale

Note

❒ Start with the first page to be copied.

3 **Lower the document feeder.**

Setting Originals In The Document Feeder

Note

❒ The last page should be on the bottom.

❒ Do not stack originals beyond the limit mark on the side fence of the document feeder.

❒ When copying thin originals (40 – 52 g/m^2, 11 – 14 lb), set one original in the document feeder at a time or place it on the exposure glass to avoid damage due to a multi-sheet feed (if several sheets are fed together at the same time).

❒ The original might become dirty if it is written with a pencil or similar tools.

❒ Usually, one-sided originals are delivered to the ADF external tray, and two-sided originals to the ADF tray.

Reference

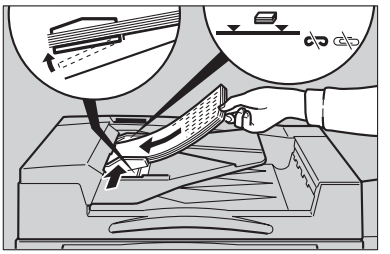
Regarding originals that the document feeder can handle, see ⇒ P.18 *"Originals"*.

Setting a stack of originals in the document feeder

1 **Adjust the guide to the original size.**

2 **Set the aligned originals face up into the document feeder.**

Setting a stack of originals is completed when the bottom plate rises.



TSPH040E

Important

❒ After the bottom plate of the document feeder rises, do not add or force in originals.

Note

❒ To avoid a multi-sheet feed, shuffle the originals before setting them in the document feeder.

❒ You can set the timing for the bottom plate of the document feeder to rise. See "ARDF Original Table Rise Time" in ⇒ P.210 *"Input Output"*.

Setting Special Originals

When using Batch (SADF), Mixed Sizes or Thin mode

Batch (SADF) mode

Up to 100 standard originals can be set in the document feeder at a time. If there are more than 100 originals, set Batch (SADF) mode so that originals can be fed automatically without pressing the【Start】key each time they are set in the document feeder.

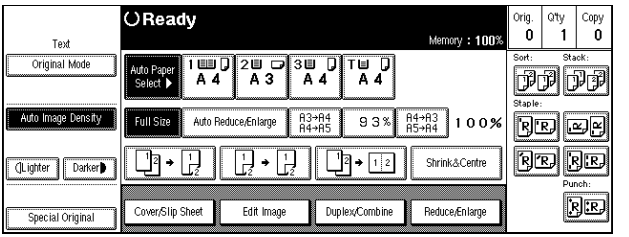
Important

❒ When setting special originals such as translucent paper, set them one by one.

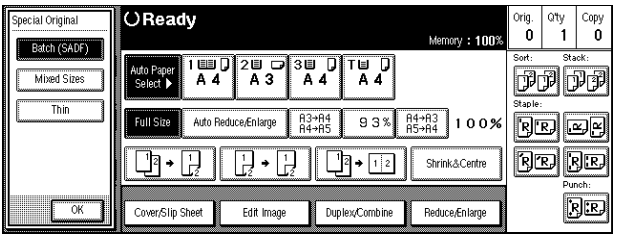
Note

❒ In Batch (SADF) mode, even when one original is set in the document feeder, the original is automatically fed each time it is set.

1 **Touch the [Special Original] key.**



2 **Touch the [Batch (SADF)] key.**



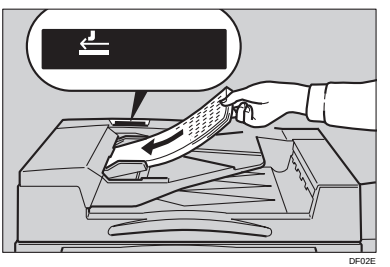
3 **Touch the [OK] key.**

4 **Set your originals, then press the 【Start】 key.**

The Auto Feed indicator is lit.

5 **After all the previously set originals are fed, set the next originals while the Auto Feed indicator is lit.**

The second and subsequent originals can be fed automatically without pressing the 【Start】 key.



Note

❒ When the Sort, Combine or Duplex function has been set, press the 【#】 key at the end of setting the originals.

❒ You can change the lighting-up time of the **Auto Feed** indicator. See "Batch (SADF) Auto Reset Time" in ⇒ P.210 *"Input Output"*.

Mixed sizes mode

When originals of different sizes are set on the document feeder at a time, the machine automatically checks the size of the originals and makes copies.

Limitation

❒ When setting originals of different sizes on the document feeder and making copies without using Mixed sizes mode, parts of the original image might not be copied.

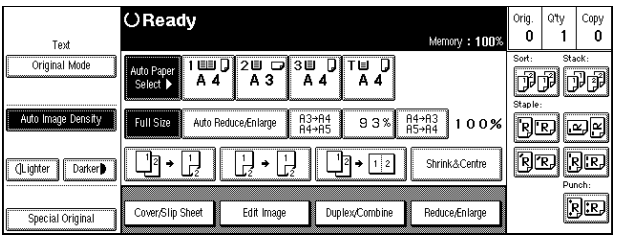
❒ The weight of originals that can be set with this function is 52 – 81 g/m^2, 14 – 20 lb.

❒ The paper sizes that can be set with this function are as follows:

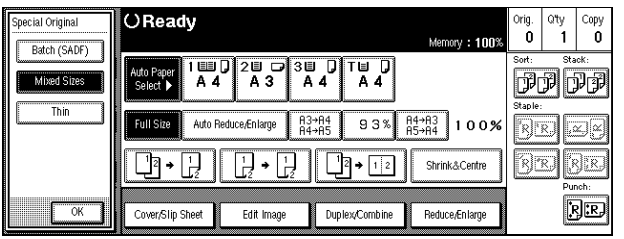
Metric version	A3 ⊐, B4 ⊐, A4 ⊐⊐, B5 ⊐⊐
Inch version	11" × 17"⊐, 8^1/$_2$" × 14"⊐, 8^1/$_2$" × 11" ⊐⊐, 5^1/$_2$" × 8^1/$_2$"⊐⊐

❒ For smaller originals, the copy image might be slanted since the originals might not be correctly aligned with the original guide.

1 **Touch the [Special Original] key.**

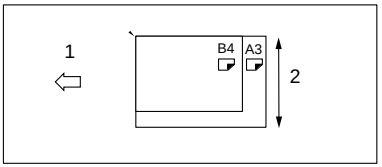


2 **Touch the [Mixed Sizes] key.**



3 **Touch the [OK] key.**

4 **Align the rear and left edges of the originals as shown in the illustration.**



2

1: Set into the document feeder (ADF).

2: Vertical size

Important

❒ If the originals are of different vertical sizes, put the longer original on the bottom; otherwise the original size might not be detected correctly.

5 **Adjust the guide to the widest original size.**

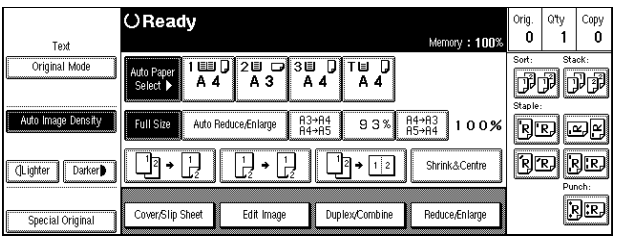
6 **Set the aligned originals face up into the document feeder.**

Thin mode

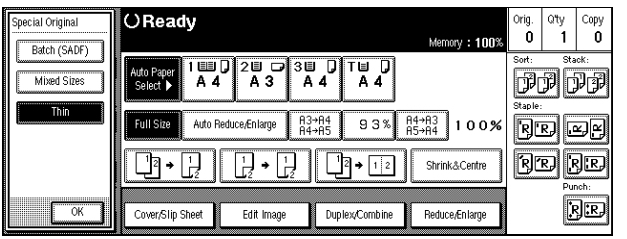
Important

❒ Set to Thin mode when you place thin paper into the document feeder; otherwise your originals might be damaged.

1 **Touch the [Special Original] key.**



2 **Touch the [Thin] key.**



3 **Touch the [OK] key.**

Basic Functions

The following basic functions are explained in this section.

❖ **Adjusting Copy Image Density**
Auto and Manual Image Density

❖ **Selecting Original Type Setting**
Text, Text·Photo, Photo, Pale, Generation Copy

❖ **Selecting Copy Paper**
Auto Paper Select and Manual Paper Select

❖ **Auto Reduce/Enlarge**
The machine can choose an appropriate reproduction ratio based on the paper and original sizes you select.

Note

❒ You can select functions to be activated when Auto Reset is turned on, when Energy Saver is turned off, or after the machine is powered on. See ⇒ P.198 *"General Features 1/3"*.

❒ You can change default settings for basic functions. See ⇒ P.198 *"Settings You Can Change With The User Tools"*.

Adjusting Copy Image Density

You can adjust the copy image density to match your originals.

There are three types in this function:

❖ **Auto Image Density**
The machine automatically adjusts the image density.

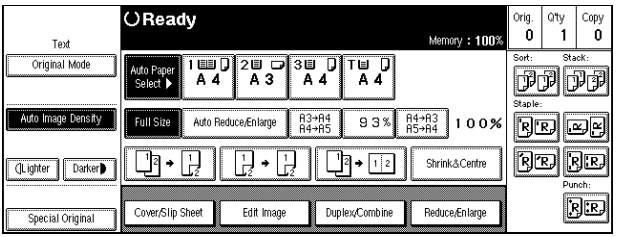
❖ **Manual Image Density**
If you require darker or lighter copies, adjust the image density yourself.

❖ **Combined Auto and Manual Image Density**
Use when copying originals with a dirty background (such as newspapers). You can adjust the foreground density while leaving the background unchanged.

1 **Select one of Image Density modes.**

Auto Image Density

❶ **Make sure that the [Auto Image Density] key is selected.**



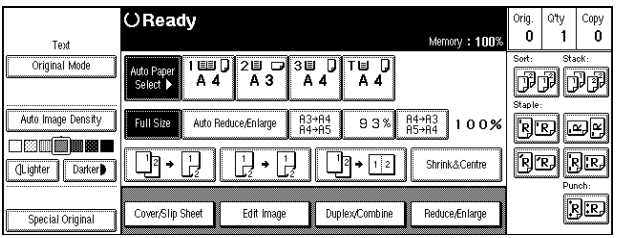
Note

❒ If not, touch the **[Auto Image Density]** key.

Manual Image Density

❶ **Touch the [Auto Image Density] key to cancel it.**

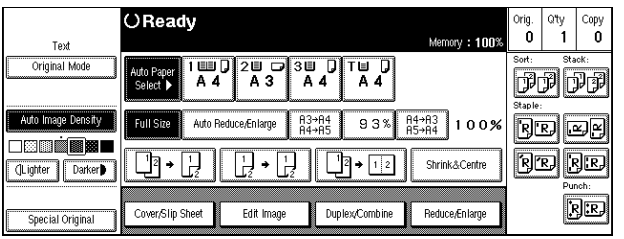
❷ **Touch the [Lighter] or [Darker] key to adjust the image density.**



Combined Auto and Manual Image Density

❶ **Make sure that the Auto Image Density is selected.**

❷ **Touch the [Lighter] or [Darker] key to adjust the density.**



Selecting Original Type Setting

Select one of the following types to match your originals:

❖ **Text**
Select this mode when your originals contain only letters (no pictures).

❖ **Text·Photo**
Select Text·Photo when your originals contains photographs or pictures with letters.

❖ **Photo**
Delicate tones of photographs and pictures can be reproduced with this mode.

❖ **Pale**
Select this mode for originals that have lighter lines written in pencil, or for faint copied slips. The faint lines will be clearly copied.

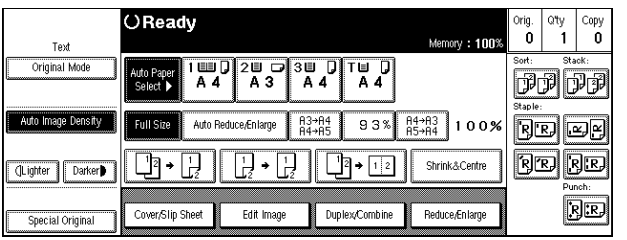
❖ **Generation Copy**
If your originals are copies (generation copies), the copy image can be reproduced sharply and clearly.

Note

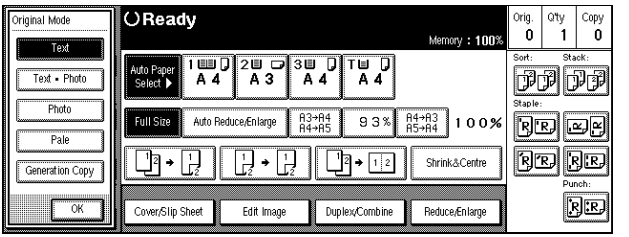
❒ You can directly display the original type keys on the copy original display. See "Original Mode Display" in ⇒ P.198 *"General Features 1/3"*.

❒ You can adjust the quality level for each original type. See "Original Mode Quality Level" in ⇒ P.198 *"General Features 1/3"*.

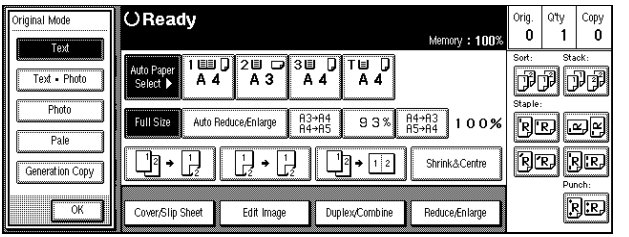
1 **Touch the [Original Mode] key.**



2 **Select the original types.**



3 **Touch the [OK] key.**



Note

❒ If no other functions are to be set, press the 【**Start**】 key to start copying.

Selecting Copy Paper

There are two ways to select copy paper:

❖ **Auto Paper Select**

The machine selects a suitable size of copy paper automatically based on the original size and the reproduction ratio. ⇒ P.41 *"Rotated Copy"*.

❖ **Manual Paper Select**

Choose the tray containing the paper you wish to copy onto: Paper Tray, Bypass Tray or Large Capacity Tray (LCT).

Reference

See ⇒ P.59 *"Copying From The Bypass Tray"*.

Limitation

❒ The machine cannot auto-select trays that you have designated as "Thin" or "Special Paper" using the Special Paper Indication function. Therefore, if all trays designated as "Thin" or "Special Paper", the Auto Paper Select function is not available. Refer to the "Paper Size Setting" section of the "System Settings" manual for more details.

Note

❒ When you use Auto Paper Select, refer to the following table for possible copy paper sizes and directions. (if the ratio is 100 %)

❖ **Metric version**

Where original is set	Paper size and direction
Exposure glass	A3 ⬓, B4 ⬓, A4 ⬓⬓, B5 ⬓⬓, 8 1/2" × 13" ⬓ *1
Document feeder	A3 ⬓, B4 ⬓, A4 ⬓⬓, B5 ⬓⬓, A5 ⬓⬓, B6 ⬓⬓, 11" × 17" ⬓, 11" × 15" ⬓, 8 1/2" × 11" ⬓⬓, 8 1/2" × 13" ⬓ *1

*1 You can select from 8 1/2" × 13", 8 1/4" × 13" and 8" × 13" using the user tool (system settings). See "<F/F4> Size Setting" of the "System Settings" manual.

❖ **Inch version**

Where original is set	Paper size and direction
Exposure glass	11" × 17" ⬓, 8 1/2" × 14" ⬓, 8 1/2" × 11" ⬓⬓
Document feeder	A4 ⬓⬓, 11" × 17" ⬓, 11" × 15"⬓, 8 1/2" × 14" ⬓, 8 1/2" × 11" ⬓⬓, 5 1/2" × 8 1/2" ⬓⬓, 8 1/2" × 13" ⬓ *1

*1 You can select from 8 1/2" × 13", 8 1/4" × 13" and 8" × 13" using the user tool (system settings). See "<F/F4> Size Setting" of the "System Settings" manual.

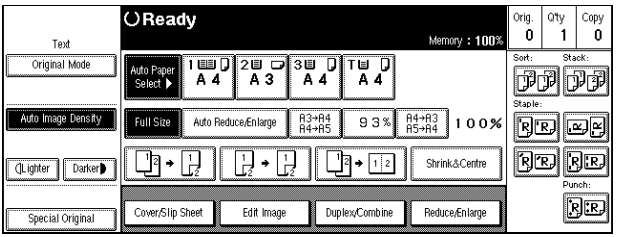
❒ For some originals, the original size might not be detected correctly. See ⇒ P.19 *"Sizes Difficult To Detect"*.

❒ When you set special paper, such as recycled paper, in the paper tray, you can have the kind of paper shown on the display. See "Bypass Tray: Special Paper Indication" of the "System Settings" manual.

1 **Select the copy paper.**

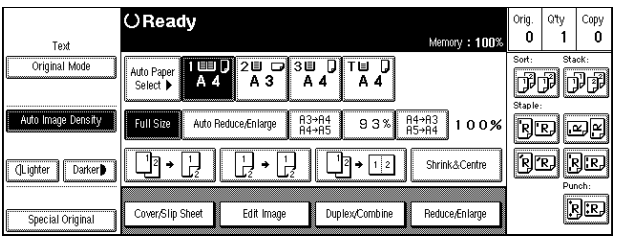
Auto Paper Select

❶ **Make sure that the [Auto Paper Select] key is selected.**



Manual Paper Select

❶ **Select the paper tray, bypass tray or LCT.**

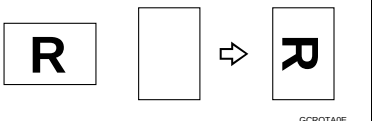


Note

❒ When selecting the bypass tray, open the bypass tray.

Rotated Copy

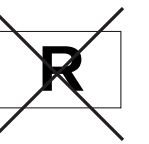
If the direction in which your original is set (landscape or portrait) is different from the paper you are copying onto, this function rotates the original image by 90° and fits it on the copy paper. This function works when Auto Paper Select or Auto Reduce/Enlarge are selected. See "Auto Paper Select" in ⇒ P.39 *"Selecting Copy Paper"* and ⇒ P.43 *"Auto Reduce/Enlarge—Having The Machine Choose The Reproduction Ratios"*.

Original orientation	Paper orientation	Rotates the image and copies it
		

Limitation

❒ You cannot use the Rotated Copy function with Auto Paper Select if the Auto Tray Switching setting in the user tools is set to "No". Refer to the "Auto Tray Switching" section of the "System Settings" manual.

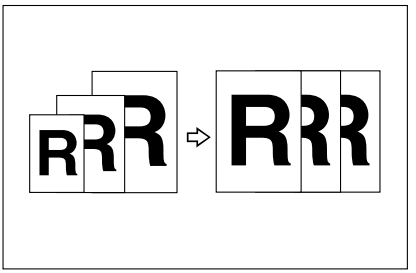
❒ You cannot use the Rotated Copy function when enlarging onto B4 or A3 size paper. In this case, set your original in the landscape direction.

	Original Size and Direction			Copy Paper Size and Direction	
You cannot rotate:	A4, B5, or A5 portrait		when enlarging to →	B4, A3	
However, you can rotate:	A4, B5, or A5 landscape		when enlarging to →	B4, A3	

❒ You cannot use the Rotated Copy function when "Top Slant" or "2 Staples" is selected for stapling or if Punch function is selected. If you try, a "Check paper size and direction." message is displayed. See ⇒ P.51 *"Staple"* and ⇒ P.56 *"Punch"*.

Auto Reduce/Enlarge—Having The Machine Choose The Reproduction Ratios

The machine can choose an appropriate reproduction ratio based on the paper and original sizes you select.



Limitation

❒ You cannot use the bypass tray with this function.

Note

❒ When you use Auto Reduce/Enlarge, refer to the following table for possible original sizes and directions:

❖ **Metric version**

Where original is set	Original size and direction
Exposure glass	A3 ⬓, B4 ⬓, A4 ⬓⬓, B5 ⬓⬓, $8^1/_2$" × 13" ⬓ *1
Document feeder	A3 ⬓, B4 ⬓, A4 ⬓⬓, B5 ⬓⬓, A5 ⬓⬓, B6 ⬓⬓, 11" × 17" ⬓, 11" × 15" ⬓, $8^1/_2$" × 11" ⬓⬓, $8^1/_2$" × 13" ⬓ *1

*1 You can select from $8^1/_2$" × 13", $8^1/_4$" × 13" and 8" × 13" using the user tool (system settings). See "<F/F4> Size Setting" of the "System Settings" manual.

❖ **Inch version**

Where original is set	Original size and direction
Exposure glass	11" × 17" ⬓, $8^1/_2$" × 14" ⬓, $8^1/_2$" × 11" ⬓⬓
Document feeder	A4 ⬓⬓, 11" × 17" ⬓, 11" × 15" ⬓, $8^1/_2$" × 14" ⬓, $8^1/_2$" × 11" ⬓⬓, $5^1/_2$" × $8^1/_2$" ⬓⬓, $8^1/_2$" × 13" ⬓ *1

*1 You can select from $8^1/_2$" × 13", $8^1/_4$" × 13" and 8" × 13" using the user tool (system settings). See "<F/F4> Size Setting" of the "System Settings" manual.

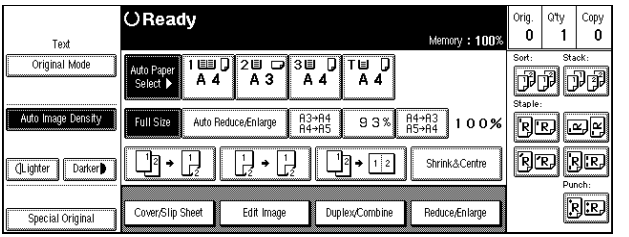
❒ The reproduction ratios the machine will select are 32–400 %.

❒ For some originals, the original size might not be detected correctly. See ⇒ P.19 *"Sizes Difficult To Detect"*.

❒ You can set originals of different sizes in the document feeder at a time. See ⇒ P.33 *"Mixed sizes mode"*.

2

1 **Touch the [Auto Reduce/Enlarge] key.**



2 **Select the paper tray.**

Sort/Stack/Staple

The machine can scan your originals into memory and automatically sort the copies.

❖ **Sort**

- Sort
- Rotate Sort (This mode cannot be selected when the Finisher is installed.)

❖ **Stack (optional finisher required)**

- Stack
  (the optional finisher required)

❖ **Staple (the optional finisher required)**

- Top

- Top Slant

- Bottom

- 2 Staples

Limitation

❒ Once copying has started, the only copy setting you can change is Image Density.

❒ You cannot use the bypass tray with this function.

Note

❒ The maximum tray capacity is as follows. When the number of copies exceeds the tray capacity, remove copies from the tray.

❖ **Metric version**

Output tray	• B4 or larger: 250 sheets (80 g/m^2) • A4 or smaller: 500 sheets (80 g/m^2)
Finisher	Proof tray (Without punch): • B4 or larger: 50 sheets (80 g/m^2) • A4 or smaller: 250 sheets (80 g/m^2)
	Shift tray (Without punch): • Except A4: 1,500 sheets (80 g/m^2) • A4: 3,000 sheets (80 g/m^2)

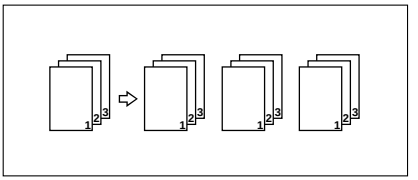
❖ **Inch version**

Output tray	• $8\frac{1}{2}$" × 14" or larger: 250 sheets (20 lb) • $8\frac{1}{2}$" × 11" or smaller: 500 sheets (20 lb)
Finisher	Proof tray (Without punch): • $8\frac{1}{2}$" × 14" or larger: 50 sheets (20 lb) • $8\frac{1}{2}$" × 11" or smaller: 250 sheets (20 lb)
	Shift tray (Without punch): • Except $8\frac{1}{2}$" × 11": 1,500 sheets (20 lb) • $8\frac{1}{2}$" × 11": 3,000 sheets (20 lb)

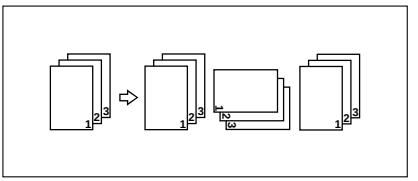
Sort—Sorting Into Sets (123, 123, 123)

Copies can be assembled as sets in sequential order.

❖ **Sort**



❖ **Rotate Sort**



There are two types in the Sort function:

❖ **Sort**

Copies can be assembled as sets in sequential order.

Note

❒ The paper sizes that can be used in Sort function are as follows:

Metric version	A3□, B4□, A4□□, B5□□
Inch version	11" × 17" □, $8^1/_2$" × 14" □, $8^1/_2$" × 11" □□

❒ When the optional finisher is installed, the shift tray moves backward or forward each time the copies of one set or those of each job are delivered, causing the next copy to shift when delivered so that you can tell the division of each set or job.

Reference

For the paper capacity of the optional finisher, see ⇒ P.51 *"Staple"*.

❖ **Rotate Sort**

Every other copy set is rotated by 90°□□ and delivered to the copy tray.

Note

❒ This mode cannot be selected when the optional finisher is installed.

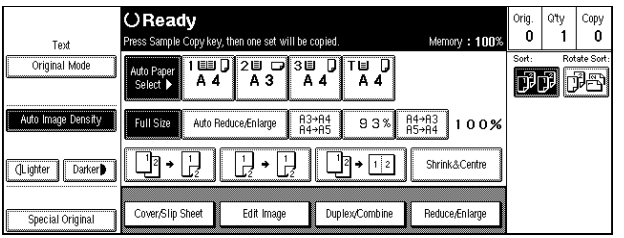
❒ The paper sizes that can be used in Rotate Sort function are as follows:

Metric version	A4 ▯▱, B5 ▯▱
Inch version	$8^1/_2$" × 11" ▯▱

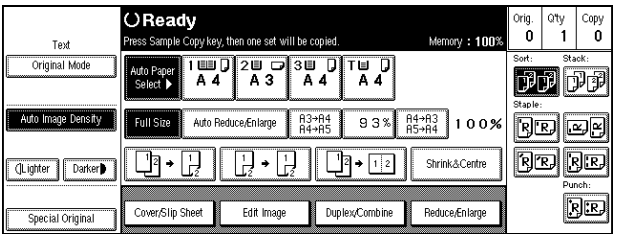
❒ To use the Rotate Sort function, two paper trays identical in size and different in direction (▯▱) are required.

1 **Touch the [Sort] or [Rotate Sort] key.**

❖ **When the finisher is not installed**



❖ **When the finisher is installed**



Note

❒ When the optional finisher is installed, **[Rotate Sort]** is not displayed.

2 **Enter the number of copy sets with the 【Number】 keys.**

Limitation

❒ The maximum number of sets is 999.

3 **Set your originals, then press the 【Start】 key.**

When setting a stack of originals in the document feeder

❶ **Set a stack of originals in the document feeder, then press the 【Start】 key.**
After all the originals are scanned, the copies are delivered to the tray.

Note

❒ The last page should be on the bottom.

❒ If an original is misfed during sorted copying, reset your originals in the document feeder according to the instruction on the display. The display will indicate the number of scanned originals.

When setting an original on the exposure glass or in the document feeder using Batch (SADF) mode

Reference

⇒ P.31 *"Batch (SADF) mode"*.

❶ Set the original, then press the【Start】key.

Note

❒ Start with the first page to be copied.

❷ Set the next original, then press the【Start】key.

Note

❒ Set the original in the same direction as the first one.

❸ After all originals are scanned, press the【#】key.

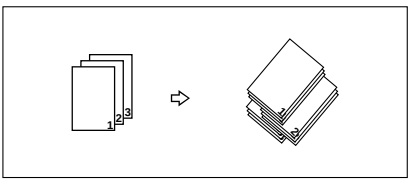
❹ Press the【Start】key.

The copies are delivered to the tray.

Stack—Stacking Together All Copies Of A Page (111, 222, 333)

Copies can be assembled with each page set.

❖ Stack



❖ Stack (optional finisher required)

Every other page set is shifted for ease of separation. The shift tray of the finisher provides this function by sliding from side to side.

Note

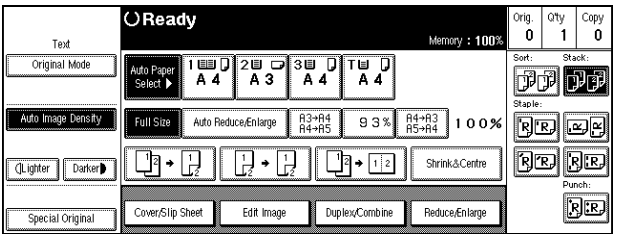
❒ The sizes that can be used in this function are as follows:

Metric version	A3□, B4□, A4□□, B5□□
Inch version	11" × 17" □, $8^1/_2$" × 14" □, $8^1/_2$" × 11"□□

Reference

For the maximum tray capacity of the optional finisher, see ⇒ P.226 *"Finisher (Option)"*.

1 **Touch the [Stack] key.**



2 **Enter the number of copies with the [Number] keys.**

3 **Set your originals.**

When setting a stack of originals in the document feeder

❶ **Set a stack of originals in the document feeder, then press the [Start] key.**

After all the originals are scanned, the copies are delivered to the tray.

Note

❒ The last page should be on the bottom.

When setting an original on the exposure glass or in the document feeder using Batch (SADF) mode

Reference

See ⇒ P.31 *"Batch (SADF) mode"*.

❶ **Set the original, then press the [Start] key.**

Note

❒ Start with the first page to be copied.

❷ **Set the next original, then press the [Start] key.**

Note

❒ Set the original in the same direction as the first one.

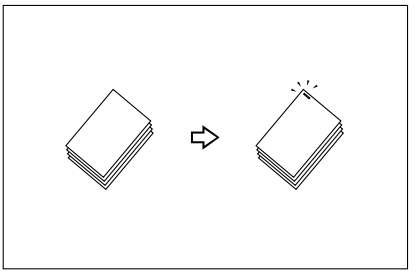
❸ **After all originals are scanned, press the [Start] key.**

The copies are delivered to the tray.

Staple

The optional finisher is required to use this function.

Each copy set can be stapled together.



Limitation

❒ You cannot use the following paper in this function:

- Post cards
- Translucent paper
- OHP transparencies
- Adhesive labels
- Curled paper
- Low stiffness paper
- Paper of different sizes

Note

❒ For this mode, the following limitation applies. When the number of copies exceeds the tray capacity, copying stops. In this case, remove the copies from the shift tray and then resume copying.

❖ **Metric version**

	With finisher
Paper size	A3□, B4□, A4□□, B5□□
Stapler capacity	(without punch) • A4 or smaller: 50 sheets (80 g/m^2) • B4 or larger: 30 sheets (80 g/m^2)
Shift tray capacity (A4□) *1	3,000 sheets (80 g/m^2)

*1 Depending on the number of sheets to be stapled and whether sheets have punch holes or not, the maximums tray capacity might be reduced.

❖ **Inch version**

	With finisher
Paper size	11" × 17"□, 8 1/2" × 14"□, 8 1/2" × 11"□□, 5 1/2" × 8 1/2"□□
Stapler capacity	(without punch) • 8 1/2" × 11" or smaller: 50 sheets (20 lb) • 8 1/2" × 14" or larger: 30 sheets (20 lb)
Shift tray capacity (8 1/2" × 11"□) *1	3,000 sheets (20 lb)

*1 Depending on the number of sheets to be stapled and whether sheets have punch holes or not, the maximums tray capacity might be reduced.

❒ In the following cases, the copies will be delivered to the shift tray without stapling.

- When the number of copies for one set is over the stapler capacity.
- When memory reaches 0 % during copying.

❒ When you select Staple, Sort mode is automatically selected.

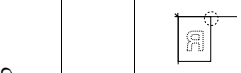
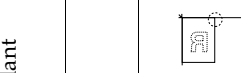
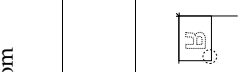
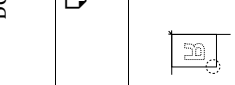
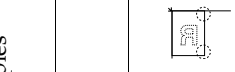
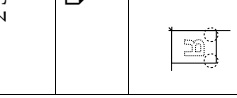
Reference

If you want to add staples, see ⇒ P.185 "*Adding Staples*".

When staple is jammed, see ⇒ P.188 "*Removing Jammed Staples*".

Stapling position and original setting

When there is copy paper that is identical in size and direction as your original, stapling positions are as follows:

		Original setting			Stapling position
			Exposure glass	Document Feeder	
STAPLEAE	Top				
*1 STAPLEBE	Top Slant				
STAPLECE	Bottom				
					
*1 STAPLEDE	2 Staples				
					

*1 Original images are not rotated. When selecting these stapling positions, set the originals in the same direction as copy paper is set.

Note

❒ You cannot change stapling positions during copying.

❒ When the original image is rotated, the stapling direction turns by 90°.

❒ With **[Top]** or **[Bottom]** selected at the stapling position, if no paper oriented in the same direction as the original is available, the image will be rotated and the paper of the same size as the original but oriented in the different direction will be selected.

❒ The maximum original image size that can be rotated is as follows:

Metric version	A4
Inch version	$8^1/_2$" × 11"

❒ You cannot use the Rotated Copy function when "Top Slant" or "2 Staples" is selected. If you try, a "Check paper size and direction." message is displayed.

1 Select one of four stapling positions.

2 Enter the number of copy sets with the 【Number】 keys.

3 Set your originals, then press the 【Start】 key.

When setting a stack of originals in the document feeder

❶ Set a stack of originals in the document feeder, then press the 【Start】 key.

After all the originals are scanned, the copies are delivered to the tray.

Note

❒ The last page should be on the bottom.

When setting an original on the exposure glass or in the document feeder using Batch (SADF) mode

Reference

See ⇒ P.31 *"Batch (SADF) mode"*.

❶ Set the original, then press the 【Start】 key.

Note

❒ Start with the first page to be copied.

❷ Set the next original, then press the 【Start】 key.

Note

❒ Set the original in the same direction as the first one.

❸ After all originals are scanned, press the 【#】 key.

❹ Press the 【Start】 key.

The copies are delivered to the tray.

To stop scanning

When you are using the Sort, Stack, or Staple function, the originals are scanned into memory.

1 Press the [Clear/Stop] key.

To resume scanning

❶ Touch the [No] key.

Scanning is resumed.

Note

❒ Scanned images in memory are not cleared.

To clear scanned images of the originals

❶ Touch the [Yes] key.

Scanning is stopped with the images cleared.

When memory reaches 0 %

Scanning will be stopped if the size of scanned image data exceeds memory capacity.

Note

❒ There is enough memory to store approximate 200 to 650 originals of A4, $8\frac{1}{2}" \times 11"$ size. The number of originals that can be stored in memory varies depending on the memory setting and original type.

Reference

Scanning will stop when memory reaches 0 % during sorted copying. However, you can change this setting so that all the scanned pages are copied and delivered to the tray first, then the machine automatically continues scanning the remaining originals. See "Memory Full Auto Scan Restart" in ⇒ P.210 *"Input Output"*.

1 Press the [Start] key.

The scanned pages are delivered to the tray. Then, the image data in memory is cleared.

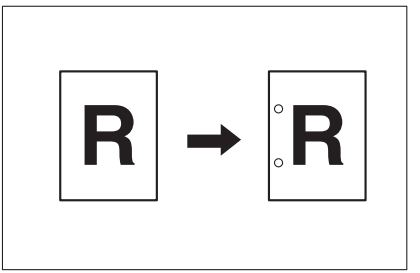
2 Remove the copies and continue copying by following the instructions on the display.

Punch

The optional finisher and punch kit are required to use this function.

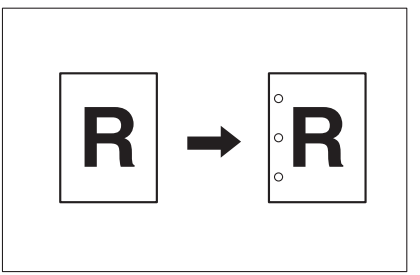
The function is used to make punch holes in copies.

❖ **2 holes version**



PUNCH1

❖ **3 holes version**



PUNCHAE

Limitation

❒ You cannot use the Rotated Copy function if Punch function is selected. If you try, a "Check paper size and direction." message is displayed. In this case, set your original in the same direction (landscape or portrait) as the copy paper.

Note

❒ Original setting directions and punch hole positions are as shown below.

❖ **Original setting directions and punch hole positions**

	Original setting direction			Punch hole positions
		Exposure glass	Document feeder	
2 holes	▯			
	▭			
3 holes	▯			
	▭			

❒ Punchable paper sizes are as follows:

Metric version	A3▭, B4▭, A4▯▭, B5▯▭, A5▯▭
Inch version	11" × 17"▭, $8^1/_2$" × 14"▭, $8^1/_2$" × 11"▯▭

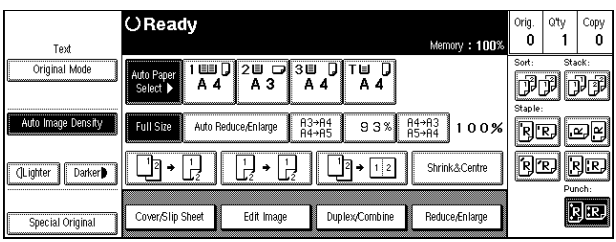
❒ Since punch holes are made in each copy, the punch hole positions vary slightly.

❒ The punch hole positions change according to the direction of the paper selected.

Reference

If the punch waste box is full, see ⇒ P.191 *"Removing Punch Waste"*.

1 **Touch the [Punch] key.**



Note

❒ When stapling copies, also select a stapling position. See ⇒ P.51 *"Staple"*.

2 **Set your originals, then press the 【Start】 key.**

Copying From The Bypass Tray

Use the bypass tray to copy onto OHP transparencies, adhesive labels, translucent paper, post cards, and copy paper that cannot be set in the paper tray.

Limitation

❒ When copying several originals using the bypass tray, copies are delivered face-up ("Face Up Exit ") and in reverse order by default.

❒ Only change the setting to "Face Down Exit" if you are using high quality copy paper with a weight of 52 – 105 g/m^2 (14 – 28 lb). See "Face-up/Down Selection in Bypass Mode" in ⇒ P.212 *"Count Manager"*

❒ If you try and have copies delivered face-down when copying onto other types of paper or adhesive labels, a paper jam may occur.

Note

❒ If you select "Face Down Exit" when only one original is set on the exposure glass or in the document feeder, you must set the "Face-Up/Down Selection in Bypass Mode" setting to "Face Down Exit" and the "Face-Up/Down Selection in Platen Mode" setting to "Face Down Exit" with the User Tools. See "Face-Up/Down Selection in Bypass Mode" in ⇒ P.212 *"Count Manager"* and "Face-Up/Down Selection in Platen Mode" in ⇒ P.210 *"Input Output"*.

❒ The machine can automatically detect the following sizes as standard size copy papers:

Metric version	A3□, A4□, A5□, $8^1/_2$" × 13"□
Inch version	A3□, 11" × 17"□, $8^1/_2$" × 14"□, $8^1/_2$" × 11"□, $5^1/_2$" × $8^1/_2$" □

❒ If you do not use the standard size copy paper, you should input vertical and horizontal dimensions. The sizes that you can input are as follows:

Metric version	• Vertical: 100 – 300 mm • Horizontal: 148 – 432 mm
Inch version	• Vertical: 4.0" – 11.7" • Horizontal: 6.0" – 17.0"

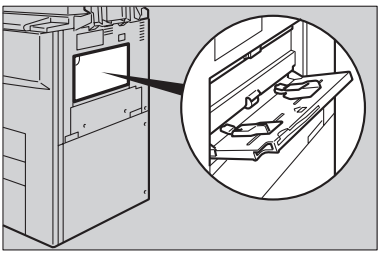
❒ To make copies onto OHP transparencies or thick paper exceeding 104.7 g/m^2, 28 lb, specify the paper type in ⇒ P.62 *"When copying onto OHP transparencies or thick paper"*.

Reference

For details about paper capacity of the bypass tray, see ⇒ P.21 *"Copy Paper"*.

2

1 **Open the bypass tray.**



TSPH070E

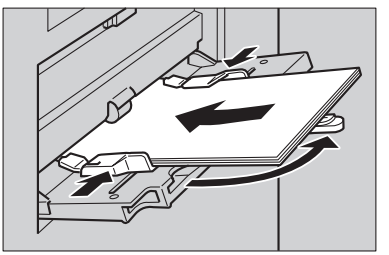
2 **Adjust the guides to copy paper size.**

Important

❒ If the guides are not flush with the copy paper, a skew image or paper misfeeds might occur.

3 **Lightly insert the copy paper face up until the beeper sounds.**

The ≡ indicator on the display is automatically selected.



TSPH060E

Note

❒ The face side of the paper set is copied on.

❒ Do not stack paper over the limit mark; otherwise a skew image or paper misfeeds might occur.

❒ If the beeper is turned off, lightly insert the copy paper until it stops. See "Operation Panel Beeper" of the "System Settings" manual.

❒ When the document feeder is open, set the direction of the copy paper to ▭.

❒ Swing out the extender to support larger size copy paper larger than A4▭, $8^1/_2$"×11"▭.

❒ Fan paper to get air between the sheets and avoid a multi-sheet feed.

❒ Before setting, adjust the paper if curled or warped.

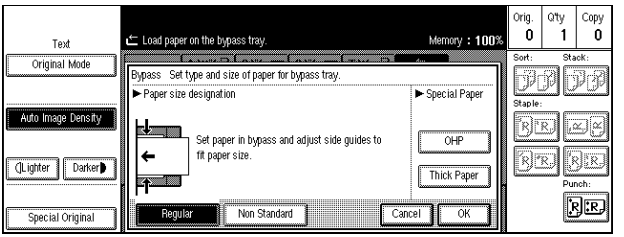
When copying onto size-unreadable standard size paper and non-standard size special paper

Important

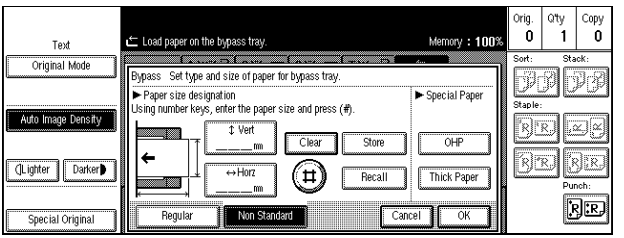
❒ You should specify the size of copy paper to avoid paper misfeeds.

❶ **Press the 【#】 key.**

❷ **Touch the [Non Standard] key.**



❸ **Touch the [Vert mm] key and enter the vertical size of the paper with the 【Number】 keys, then press the 【#】 key.**



Note

❒ To change the number entered, press the 【Clear/Stop】 key and enter the new number.

❹ **Touch the [Horzmm] key and enter the horizontal size of the paper with the 【Number】 keys, then press the 【#】 key.**

Note

❒ To change the number entered, press the 【Clear/Stop】 key and enter the new number.

❺ **To register the non-standard size entered, touch the [Store] key.**

Note

❒ Only one non-standard size can be stored.

❒ To recall the non-standard size stored, touch the **[Recall]** key.

❻ **Touch the [OK] key.**

4 **Set your originals, then press the 【Start】 key.**

When copying onto OHP transparencies or thick paper

To make copies onto OHP transparencies or thick paper, you need to specify the paper type.

Limitation

❒ When you select "OHP" or "Thick Paper", copy paper is delivered face-up even if you have set the "Face-Up/Down Selection in Bypass Mode" setting to "Face Down Exit". See "Face-Up/Down Selection in Bypass Mode" in ⇒ P.212 *"Count Manager"*.

Note

❒ Select **[Thick Paper]** if the paper weight is more than 104.7 g/m^2 , 28 lb.

1 Open the bypass tray, and adjust the guides to the paper size.

Important

❒ If the guides are not flush with the copy paper, a skew image or paper misfeeds might occur.

2 Lightly insert the OHP transparencies or thick paper face up until the beeper sounds.

The ≡ indicator on the display is automatically selected.

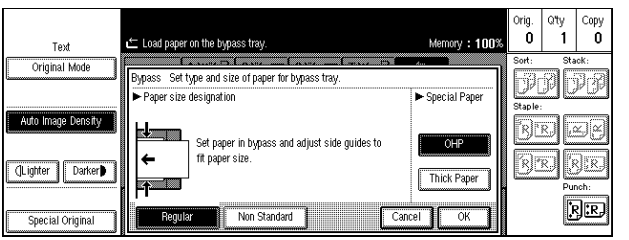
Note

❒ When you set a OHP transparencies, make sure that its front and back faces are properly positioned.

❒ To avoid paper misfeeds, shuffle a stack of paper before setting it in the tray.

3 Press the [#] key.

4 Select [OHP] or [Thick Paper].



5 Touch the [OK] key.

6 Set your originals and press the [Start] key.

Important

❒ When copying onto OHP transparencies, remove copied sheets one by one.

Program—Storing Your Copy Settings In Memory

You can store frequently used copy job settings in machine memory, and recall them for future use.

2

❖ **Storing Your Settings**
You can store your settings you frequently use.

❖ **Deleting A Program**
You can delete a stored program.

❖ **Recalling A Program**
You can recall a stored program.

Note

❒ You can store up to ten programs.

❒ You can select the standard mode or program No. 10 as the mode to be set when modes are cleared or reset is made, or immediately after the operation switch is turned on.

❒ Paper settings are stored based on paper size. So if you place more than one paper tray of a same size, the paper tray prioritized with the user tools will be selected first. See "Paper Tray Priority" in ⇒ P.198 *"General Features 1/3"*.

❒ Programs are not cleared by turning the power off or by pressing the **【Clear Modes/Energy Saver】** key. They are canceled only when you delete or overwrite them with another program.

Storing Your Settings

1 **Edit the copy settings so that all functions you want to store in this program are selected.**

2 **Press the【Program】key.**

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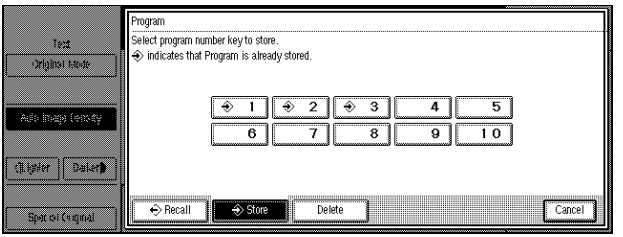
3 **Touch the [Store] key.**



4 **Touch the program number you want to store.**

When the settings are successfully stored, the → indicator appears.

Note

❒ Program numbers with → already have settings in them.

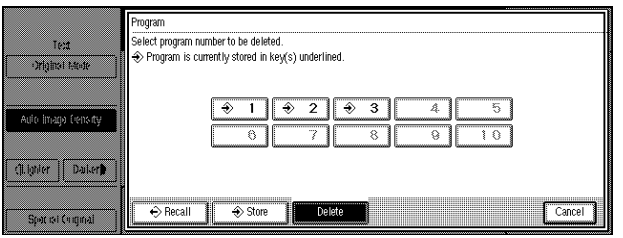
❒ If this program number is already being used, the machine will ask you if you wish to overwrite it - Touch the **[Yes]** or **[No]** key.

Deleting A Program

You can delete a stored program.

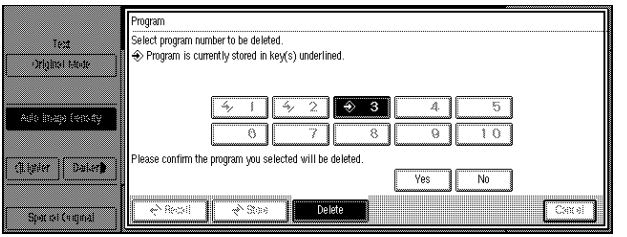
1 **Press the [Program] key.**

2 **Touch the [Delete] key.**



3 **Touch the program number you want to delete.**

4 **Touch the [Yes] key.**



Note

❒ To cancel the deletion, touch the **[No]** key.

5 **To delete another program, repeat steps 3 and 4.**

Recalling A Program

You can recall a stored program.

1 **Press the 【Program】 key.**

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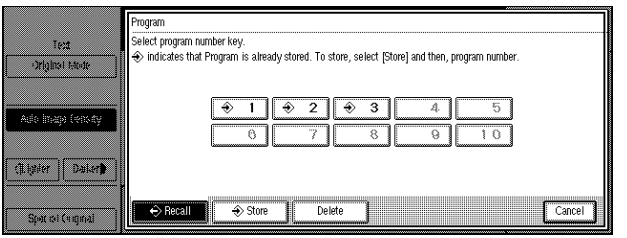
2 **Touch the program number you want to recall.**

The stored settings are displayed.



Note

❒ Only programs with ◈ contain a program.

3 **Set your originals, then press the 【Start】 key.**

Other Functions

Energy Saver Mode—Saving Energy

If you do not operate the machine for a certain period after copying, or when you press and hold the 【Clear Modes/Energy Saver】 key for more than one second, the display disappears and the machine enters Energy Saver mode. When you press the 【Clear Modes/Energy Saver】 key again, when the originals are set in the document feeder, or when the document feeder is opened, the machine returns to the ready condition. In Energy Saver mode, the machine uses less electricity.

The Energy Saver mode makes a two-step reduction in electricity: one for the period up to the time set for Low Power mode, the other for the period after that time.

Note

❒ If you press the 【Clear Modes/Energy Saver】 key during the operation, the current settings will be cleared.

Reference

See "Low Power Timer" of the "System Settings" manual.

Interrupt—Temporarily Stopping One Job To Copy Something Else

Use this function if you wish to interrupt a long copy job to make urgently need copies.

Note

❒ The procedure for making interrupt copies depends on which kind of operation the machine is curently carrying out.

While a document is being fed

1. **Press the 【Interrupt】 key.**

   The Interupt key lights up and copying stops.

2. **Remove the originals that were being copied and set the originals you wish to copy.**

3. **Press the 【Start】 key.**

   The machine starts making your copies.

4. **When your copy job is finished, remove your originals and copies.**

5 **Press the [Interrupt] key again.**

The Interrupt key indicator goes out.

6 **Replace the originals that were being copied before.**

7 **Press the [Start] key.**

The previous copy job settings will be restored and the machine will continue copying from where it left off.

Interrupting during copying after all originals have been fed

1 **Press the [Interrupt] key.**

The Interupt key lights.

Note

❒ Copying will not stop yet.

2 **Set your original.**

3 **Press the [Start] key.**

The machine stops the original job and starts copying your original.

4 **When copying is complete, remove your originals and copies.**

5 **Press the [Interrupt] key again.**

The Interrupt indicator goes out.

The previous copy job settings will be restored and the machine will continue copying from where it left off.

User Codes

If the machine is set to use the User Code function, operators must input their user codes before the machine can be operated. The machine keeps count of the number of copies made under each user code.

Note

❒ When the machine is set for user codes, the machine will prompt you for your user codes after the operation switch is on or the Auto Reset comes into effect.

❒ You can adjust how long the machine waits before switching to the user code input display. See "Auto Reset Timer" in ⇒ P.198 *"General Features 1/3"*.

❒ To prevent others from making copies using your user code, press the **[Clear Modes/Energy Saver]** and **[Clear/Stop]** keys simultaneously after copying.

Reference

For user code setting, see "Settings You Can Change With The User Tools" of the "System Settings" manual.

For registering, changing and deleting user codes, see "User Code Register/Change/Delete" in ⇒ P.212 *"Count Manager"*.

Auto Start—Entering Copy Job Settings During The Warm-up Period

If you press the 【Start】 key during the warm-up period, the 【Start】 key will blink, and your copies will be made as soon as warm-up finishes.

1 Make any adjustments to copy settings during the warm-up period.

2 Set your originals.

3 Press the 【Start】 key.

Copying automatically starts when the 【Start】 key indicator alternately flashes red and green and the machine is ready for copying.

Note

❒ To cancel Auto Start, press the 【Clear/Stop】 key.

❒ With "Individual Input/Output Operation" set to "Yes", originals are scanned even if the paper has run out or paper jamming has occurred. Supply paper or remove the jammed paper so that copying will automatically start without pressing the start key.

Reference

See "Individual Input/Output Operation" in ⇒ P.210 *"Input Output"* and "Next Job Scan Start" in ⇒ P.210 *"Input Output"*.

Original Beeper

The beeper sounds and an error message is displayed when you leave your originals on the exposure glass after copying.

Note

❒ You can adjust when the beeper sounds with the "Auto Response (Human) Sensor" setting:

- If set to "Yes", the beeper sounds as soon as you leave the machine after copying.
- If set to "No", the beeper sounds 2 seconds after copying. Refer to the "Auto Response (Human) Sensor" setting of the "System Settings" manual.

❒ To cancel this function, see "Original Beeper" in ⇒ P.201 *"General Features 2/3"*.

Next Job—Presetting Next Copy Job During A Copy Run

You can preset the next copy job during copying.
After copying, the next copying automatically starts.

1. **Touch the [Next Job] key.**

2. **Set the next copy job and touch the [OK] key.**

Note
❒ To cancel the job during setting, touch the **[Cancel]** key.

3. **Set the originals in the document feeder and press the 【Start】 key.**
The originals placed are scanned.
After copying, the next job automatically starts.

Note
❒ You can proceed to the first set copy job page when you touch **[Current Job Status]**, and to the next set copy job when you touch the **[Next Job Status]** key. See "Next Job Scan Start" in ⇒ P.210 *"Input Output"*.

Sample Copy—Checking Output Quality Before Making A Long Copy Run

Before making copies, you can check the first by making one copy first.

Limitation
❒ This function can be used only when the Sort function has been set.

1. **Set the functions to be used with the Sort function, enter the number of copies to be made.**

2. **Set the originals.**

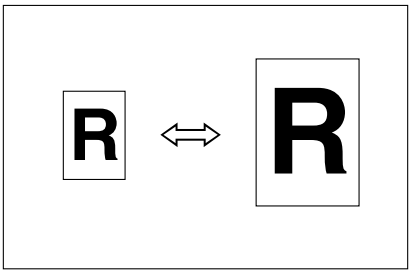
3. **Press the 【Sample Copy】 key.**
One copy is delivered for proof copying.

4. **The finish check page is displayed. After checking the finish, touch the [Yes] key if the sample is acceptable.**
The number of copies is made excluding the one copy for proof copying.

Note
❒ If you touch **[No]** after checking the finish, return to step 1 where you can set the Staple, Punch or density adjustment function again.

Preset Reduce/Enlarge—Reducing And Enlarging Using Preset Ratios

You can select a preset ratio for copying.



Note

- ❒ You can select one of 12 present ratios (5 enlargement ratios, 7 reduction ratios).
- ❒ Use "Shrink & Centre" to reduce the image to 93 % of its original size with the centre as reference. You can register this function in a shortcut key in the initial display.
- ❒ You can change the preset ratios to other ratios you frequently use. See ⇒ P.204 *"Reproduction Ratio 1/2"*.
- ❒ You can set and display three kinds of ratio in the initial display. See "Shortcut R/E" in ⇒ P.201 *"General Features 2/3"*.
- ❒ You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.
- ❒ Copies can be reduced or enlarged as follows:

❖ Metric version

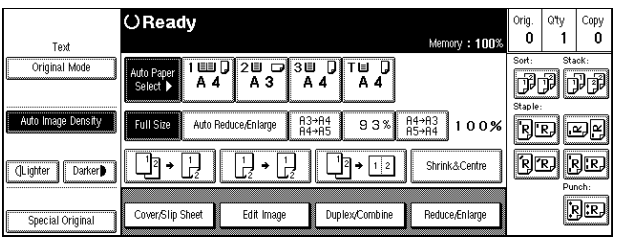
Ratio (%)	Original → Copy paper size
400 (enlarge area by 16)	--
200 (enlarge area by 4)	A5→A3
141 (enlarge area by 2)	A4→A3, A5→A4
122	F→A3, A4→B4
115	B4→A3
93	--
82	F→A4, B4→A4
75	B4→F4, B4→F

Ratio (%)	Original → Copy paper size
71 (reduce area by $^1/_2$)	A3→A4, A4→A5
65	A3→F
50 (reduce area by $^1/_4$)	A3→A5, F→A5

❖ **Inch version**

Ratio (%)	Original → Copy paper size
400 (enlarge area by 16)	--
200 (enlarge area by 4)	$5^1/_2" \times 8^1/_2" \rightarrow 11" \times 17"$
155 (enlarge area by 2)	$5^1/_2" \times 8^1/_2" \rightarrow 8^1/_2" \times 14"$
129	$8^1/_2" \times 11" \rightarrow 11" \times 17"$
121	$8^1/_2" \times 14" \rightarrow 11" \times 17"$
93	--
85	$F \rightarrow 8^1/_2" \times 11"$
78	$8^1/_2" \times 14" \rightarrow 8^1/_2" \times 11"$
73	$11" \times 15" \rightarrow 8^1/_2" \times 11"$
65	$11" \times 17" \rightarrow 8^1/_2" \times 11"$
50 (reduce area by $^1/_4$)	$11" \times 17" \rightarrow 5^1/_2" \times 8^1/_2"$

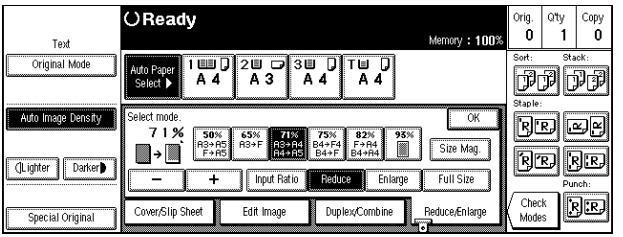
1 **Touch the [Reduce/Enlarge] key.**



Note

❒ To select a preset ratio in the initial display, directly touth the shortcut reduce/enlarge key and proceed to step **5**.

2 **Select [Enlarge] or [Reduce].**



Note

❒ You can specify which of **[Reduce]**, **[Enlarge]** and **[Input Ratio]** is to be given priority and displayed when the **[Reduce/Enlarge]** key is touched. See "R/E Priority" in ⇒ P.201 *"General Features 2/3"*.

3 **Select a ratio.**

Note

❒ You can specify the reduce/enlarge ratios of the keys displayed when the **[Reduce/Enlarge]** key is touched, followed by **[Enlarge]** or **[Reduce]**. See "Enlarge" and "Reduce" in ⇒ P.204 *"Reproduction Ratio 1/2"*.

4 **Touch the [OK] key.**

5 **Set your originals, then press the 【Start】 key.**

Shrink&Centre mode

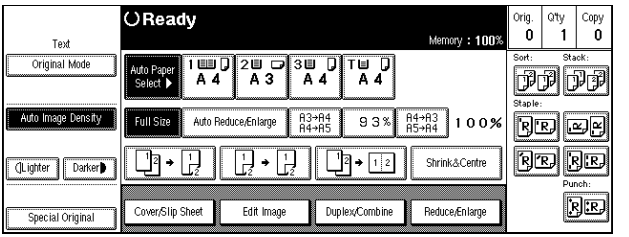
Use "Shrink & Centre" mode to reduce the image by 93 % of its original size with the centre position as reference. You can register this function in a shortcut key in the initial display. By combining it with the Reduce/Enlarge function, you can also provide the Reduce/Enlarge copy with a margin.

Note

❒ For storing "Shrink&Centre", see "Shortcut Keys" in ⇒ P.203 *"General Features 3/3"*.

❒ You can change the Reduce/Enlarge ratio for "Shrink&Centre". See "Shrink&Centre" in ⇒ P.203 *"General Features 3/3"*.

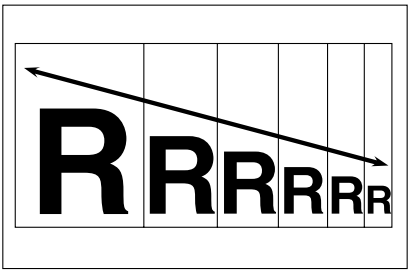
1 **Touch the [Shrink&Centre] key displayed in the initial display.**



2 **If you do not wish to combine it with the Reduce/Enlarge function, set your originals, then press the [Start] key.**

Zoom—Reducing And Enlarging In 1 % Steps

You can change the reproduction ratio in 1 % steps.



Note

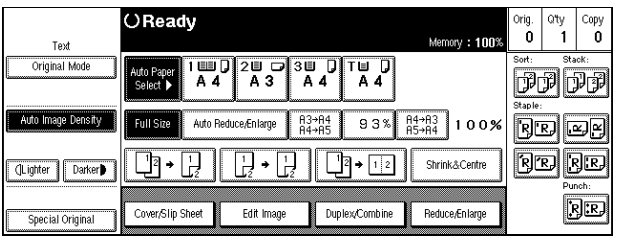
❒ The following ratios can be selected:

- Metric version: 32 – 400 %
- Inch version: 32 – 400 %

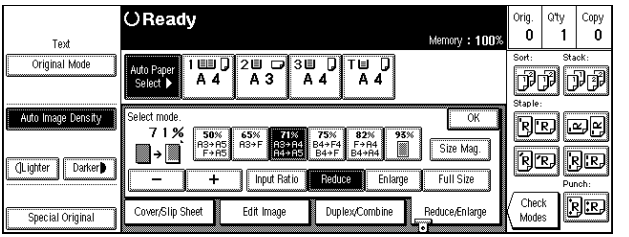
❒ You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or margins will appear on copies.

❒ You can select a preset ratio which is near the desired ratio, then adjust the ratio with the **[+]** or **[−]** key.

1 **Touch the [Reduce/Enlarge] key.**

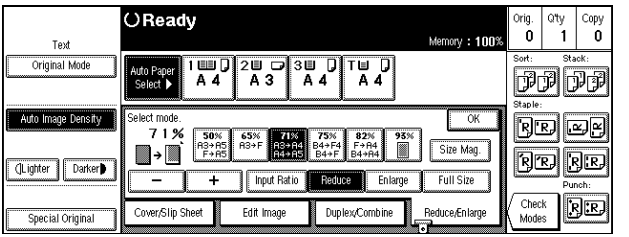


2 **Enter the ratio.**



When using the **[+]** or **[−]** key

❶ **Select a preset ratio which is close to the desired ratio by using [Reduce] or [Enlarge].**



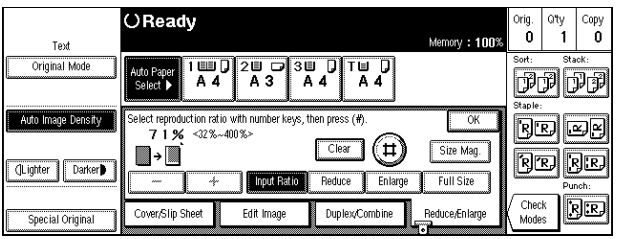
❷ **Enter the desired reproduction ratios with the [+] or [−] key.**

Note

❒ To change the ratio in 1 % steps, just touch the **[+]** or **[−]** key. To change the ratio in 10 % steps, touch and hold down the **[+]** or **[−]** key.

When using the **【Number】** keys

❶ **Touch the [Input Ratio] key.**



❷ **Enter the desired ratio with the 【Number】 keys.**

Note

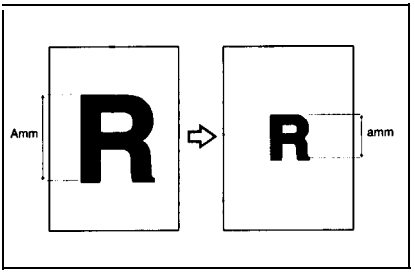
❒ To change the ratio entered, touch the **[Clear]** key and enter the new ratio.

❸ **Touch the [OK] key.**

3 **Set your originals, then press the 【Start】 key.**

Size Magnification

You can calculate a ratio from the lengths of the original and copy for enlarging or reducing the copy.



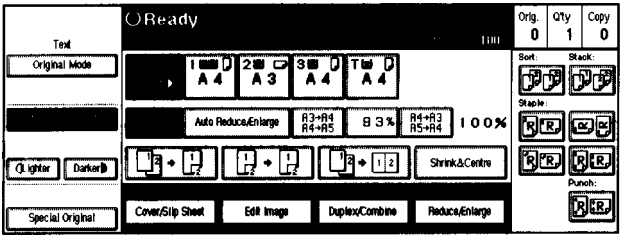
Preparation

Measure and specify the lengths of the original and copy by comparing "A" with "a."

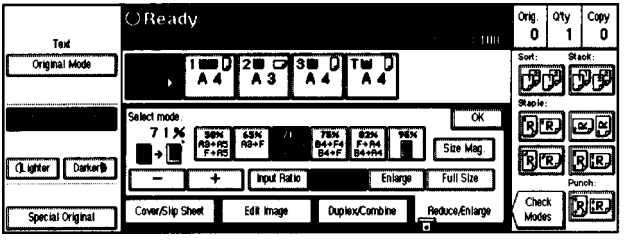
Note

- A ratio is selected in the range of 32 to 400 %.
- If the calculated ratio is over the maximum or under the minimum ratio, it is corrected within the range of the ratio automatically. However, with some ratios, parts of the image might not be copied or blank margins will appear on copies.

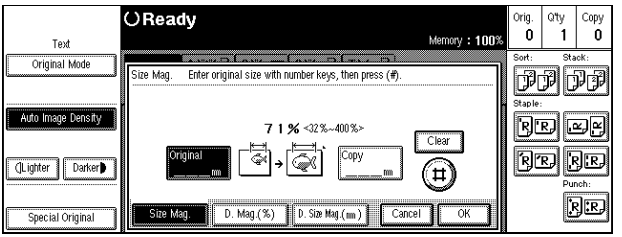
1 Touch **the [Reduce/Enlarge] key.**



2 **Touch the [Size Mag.] key.**



3 **Enter the length of the original with the 【Number】 keys and press the 【#】 key.**



Note

❒ You can enter sizes within the following ranges:

Metric version	1 - 999 mm (in 1 mm steps)
Inch version	0.1" - 99.9" (in 0.1" steps)

❒ To change the length entered, press the 【Clear/Stop】 or **[Clear]** key and enter the new length.

4 **Enter the length of the copy with the 【Number】 keys and press the 【#】 key.**

Note

❒ To change the length entered, press the 【Clear/Stop】 or **[Clear]** key and enter the new length.

❒ To change the length after pressing the 【#】 key, select **[Original]** or **[Copy]** and enter the desired length.

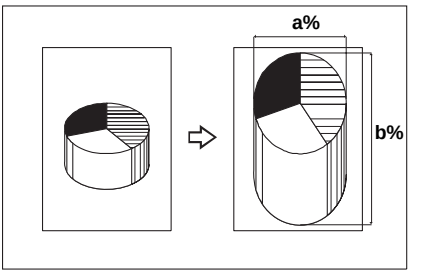
5 **Touch the [OK] key.**

6 **Touch the [OK] key.**

7 **Set your original, then press the 【Start】 key.**

Directional Magnification (%)—Stretching And Squeezing The Image In 1 % Steps

Copies can be reduced or enlarged at different reproduction ratios horizontally and vertically.



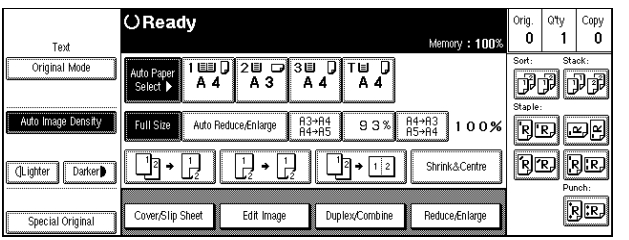
Note

❒ The following ratios can be selected:
- Metric version: 32 – 400 %
- Inch version: 32 – 400 %

❒ You can select a ratio regardless of the size of an original or copy paper. With some ratios, parts of the image might not be copied or blank margins will appear on copies.

❒ You can also select a preset ratio which is close to the desired ratio by using Reduce or Enlarge, then adjust the ratio with the **[+]** or **[−]** key.

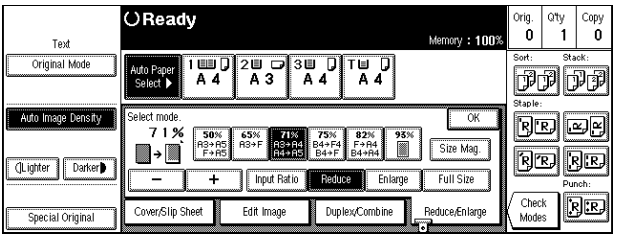
1 **Touch the [Reduce/Enlarge] key.**



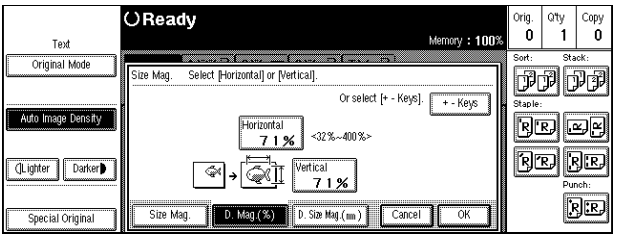
Note

❒ When specifying a ratio with the **[+]** or **[−]** key, select a preset ratio which is close to the desired ratio by using **[Reduce]** or **[Enlarge]**.

2 **Touch the [Size Mag.] key.**



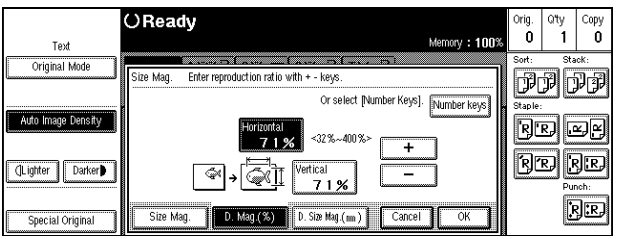
3 **Touch the [D. Mag.(%)] key.**



To specify a ratio with the [+] or [−] key

❶ **Touch the [+ − Keys] key.**

❷ **Touch the [Horizontal] key.**



❸ **Adjust the ratio using the [+] or [−] key.**

Note

❒ Touching the **[+]** or **[−]** key changes the ratio in 1 % steps. Touching and holding down the **[+]** or **[−]** key changes it in 10 % steps.

❒ If you have incorrectly entered the ratio, readjust the ratio with the **[+]** or **[−]** key.

❹ **Touch the [Vertical] key.**

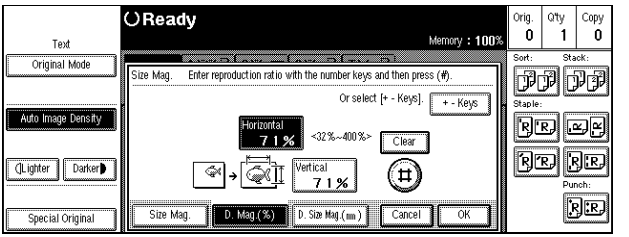
❺ **Adjust the ratio with the [+] or [−] key.**

❻ **Touch the [OK] key.**

2

When using the 【Number】 keys

❶ **Touch the [Horizontal] key.**



❷ **Enter the desired ratio with the 【Number】 keys, followed by the 【#】 key.**

Note

❒ To change the ratio entered, press the 【Clear/Stop】 key or **[Clear]** and enter the new ratio.

❸ **Touch the [Vertical] key.**

❹ **Enter the desired ratio with the 【Number】 keys, followed by the 【#】 key.**

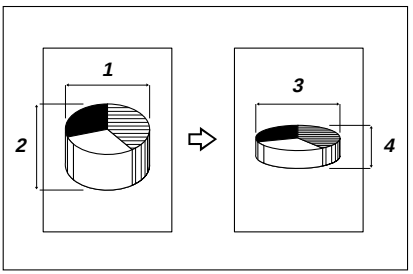
❺ **Touch the [OK] key.**

4 **Touch the [OK] key.**

5 **Set your originals, then press the 【Start】 key.**

Directional Size Magnification (mm)—Stretching And Squeezing The Image Into The Copy Area

The suitable reproduction ratios will be automatically selected when you enter the horizontal and vertical lengths of the original and copy image you want.



1: Horizontal original size

2: Vertical original size

3: Horizontal copy size

4: Vertical copy size

Preparation

Specify the vertical and horizontal sizes of the original and those of the copy, as shown in the illustration.

Note

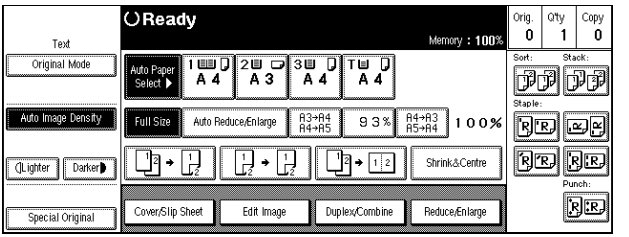
❒ You can enter sizes within the following ranges:

Metric version	1 – 999 mm (in 1 mm steps)
Inch version	0.1" – 99.9" (in 0.1" steps)

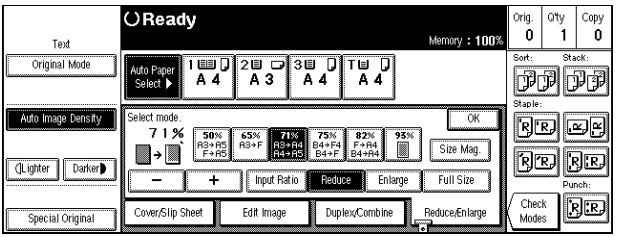
❒ If the calculated ratio is over the maximum or under the minimum ratio, it is corrected within the range of the ratio automatically. However, with some ratios, parts of the image might not be copied or blank margins will appear on copies.

2

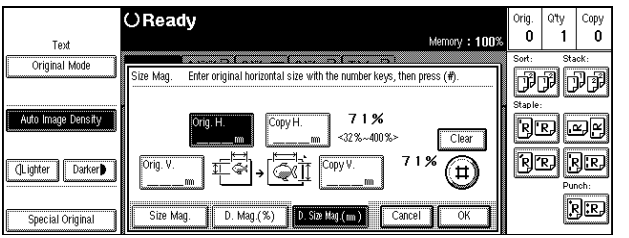
1 **Touch the [Reduce/Enlarge] key.**



2 **Touch the [Size Mag.] key.**



3 **Touch the [D. Size Mag.(mm)] key.**



4 **Enter the horizontal size of the original with the【Number】keys. Then, press the【#】key.**

Note

❒ To change the value entered, press the【Clear/Stop】key or the **[Clear]** key and enter the new value.

5 **Enter the horizontal size of the copy with the【Number】keys. Then, press the【#】key.**

6 **Enter the vertical size of the original with the【Number】keys. Then, press the【#】key.**

7 **Enter the vertical size of the copy with the【Number】keys. Then, press the [OK] key.**

Note

❒ To change the length, touch the place you wish to change and enter the new value.

8 **Touch the [OK] key.**

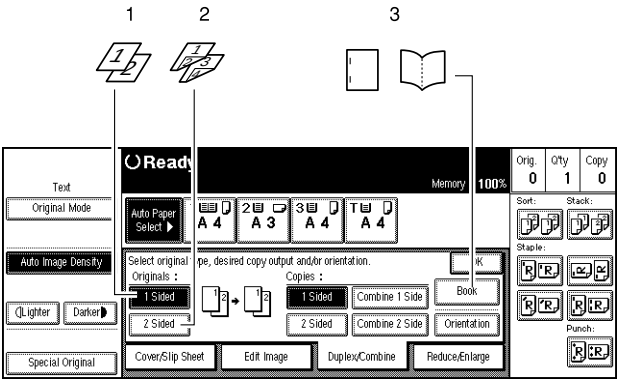
9 **Set your originals, then press the 【Start】 key.**

Operation For Duplex/Combine

You can make copies in a variety of formats by combining the following modes:

- 1 Sided/2 Sided originals
- 1 Sided/2 Sided copies
- Duplex
- Combine
- Book
- Series

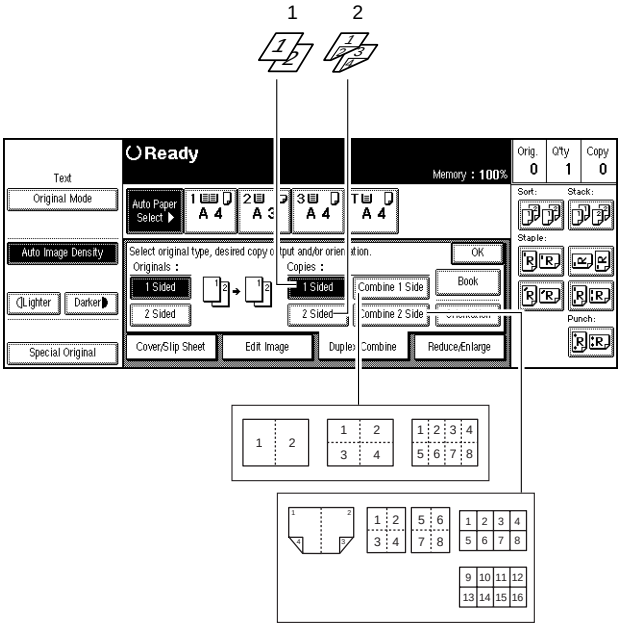
1 **Check your originals and select [1 Sided] or [2 Sided] for the originals.**



TSPH270E

1: 1-sided
2: 2-sided
3: Book

2 **Select [1 Sided] or [2 Sided] for copying.**



TSPH280E

1: 1-sided

2: 2-sided

3 Touch the [OK] key.

Duplex-Making Two-Sided Copies

There are two ways in this function:

◆ **1 Sided → 2 Sided**
This mode makes two-sided copies from one-sided originals.

2

◆ 2 **Sided → 2 Sided**
This mode makes two-sided copies from two-sided originals.

Limitation

❒ **You** cannot use the following copy paper in this function:

- Paper smaller than A5, $5^1/_2$" x $8^1/_2$" (possible on A5⧉)
- Translucent paper
- Adhesive labels
- OHP transparencies
- Post cards

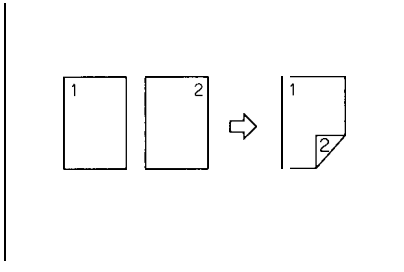
❒ You cannot use the bypass tray with this function.

Note

❒ The following paper limitations apply:

Metric version	Minimum size	A5 (possible on A5⧉)
	Weight	52 - 105 g/m^2
Inch version	Minimum size	$5^1/_2" \times 8^1/_2"$
	Weight	14-281b

1 Sided → 2 Sided-Making Two-sided Copies From One-sided Originals



Note

❒ If you set an odd number of 1-sided originals in the document feeder (ADF), the reverse side of the last page is left blank. You can disable this function to make the delivered last page not be blank. See "Duplex: Auto Eject" in ⇒ P.210 *"Input Output"*.

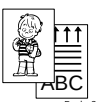
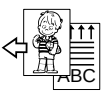
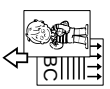
❒ If you set originals in the document feeder and select Sort mode, all the originals will be scanned before being copied. Therefore, the copy speed is faster than when Sort mode is not selected. See "Auto Sort Mode" in ⇒ P.210 *"Input Output"*.

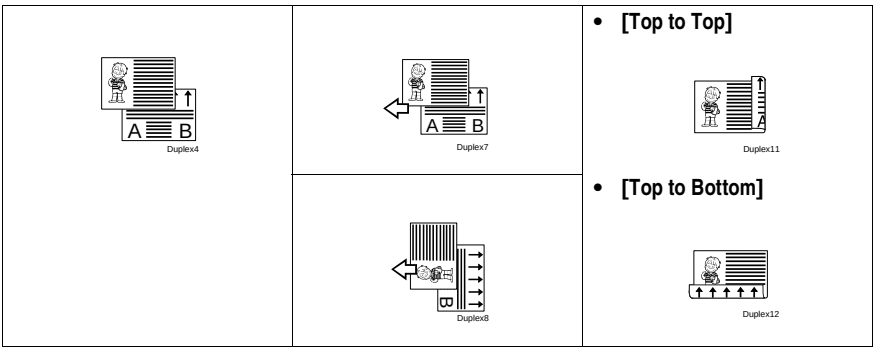
❒ When original images are copied, the images are shifted by a width of binding margin. You can adjust the binding margin or binding position. You can also change their default values. See "Back Margin: Left/Right" in ⇒ P.205 *"Page Format $^1/_2$"*.

❒ A binding margin can be automatically made on the back side. See "1 → 2 Duplex Auto Margin Adjust" in ⇒ P.205 *"Page Format $^1/_2$"*.

Original direction and completed copies

The resulting copy image will differ according to the direction in which you set your original (lengthwise ▯ or widthwise ▭).

Original	Orientation	Result *1
 Duplex3	 Duplex5	• **[Top to Top]** Duplex9
	 Duplex6	• **[Top to Bottom]** Duplex10

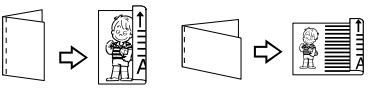


*1 The illustrations show the directions of copied images on the front and back, not the directions of delivery.

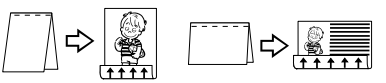
Originals and copy direction

You can select the orientation (**[Top to Top]**, **[Top to Bottom]**). See ⇒ P.92 *"Specifying Orientation of Bound Originals"*.

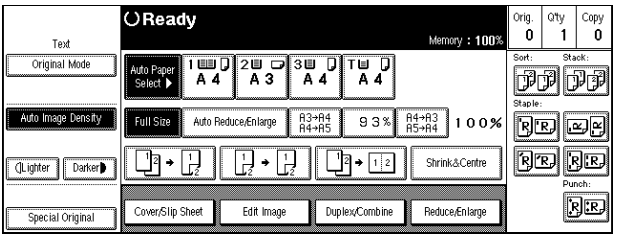
- Top To Top



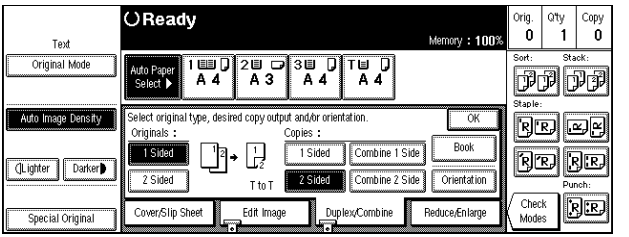
- Top To Bottom



1 **Touch the [Duplex/Combine] key.**



2 **Touch the [1 Sided] key for original, then touch the [2 Sided] key for copy.**



Note

❒ To change the copy orientation to "Top to Bottom", touch the **[Orientation]** key and select Top to Bottom. See ⇒ P.92 *"Specifying Orientation of Bound Originals"*.

3 **Touch the [OK] key.**

4 **Set your originals, then press the 【Start】 key.**

When setting an original on the exposure glass or in the document feeder using Batch (SADF) mode

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Reference

See ⇒ P.31 *"Batch (SADF) mode"*.

❶ **Set the original, then press the 【Start】 key.**

Note

❒ Start with the first page to be copied.

❷ **Set the next original. When it is placed on the exposure glass, press the 【Start】 key.**

❸ **When the number of originals is uneven, press the 【#】 key at the last original.**

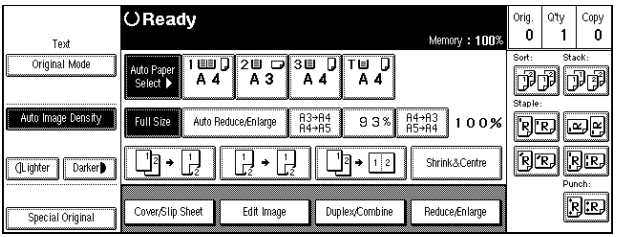
Specifying Orientation of Bound Originals

You can specify the orientation of bound originals (how you turn the pages). The default setting is **[*Top to Top*]**.

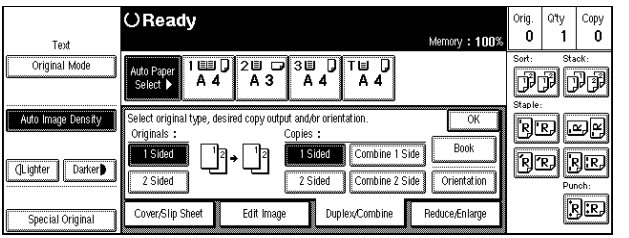
Note

❒ You can change the orientation default with the user tools. See "Copy Orientation in Duplex Mode" and "Original Orientation in Duplex Mode" in ⇒ P.201 *"General Features 2/3"*.

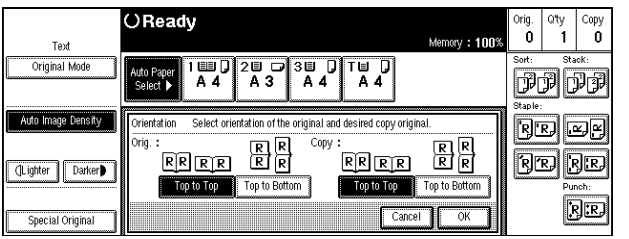
1 **Touch the [Duplex/Combine] key.**



2 **Touch the [Orientation] key.**

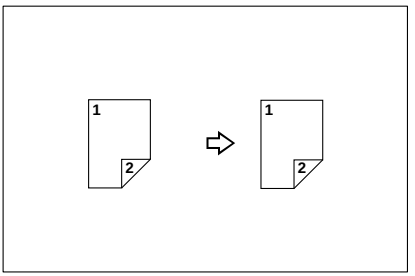


3 **Select an original orientation and a copy orientation.**

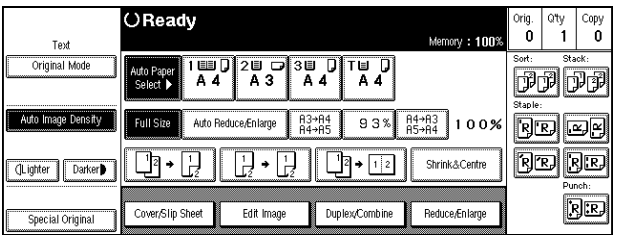


4 **Touch the [OK] key.**

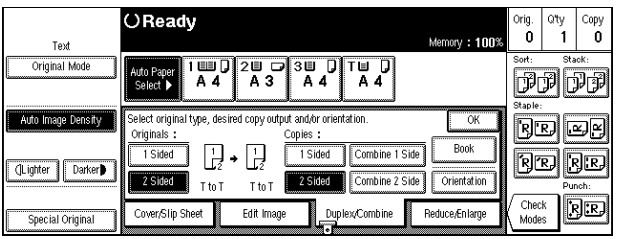
2 Sided → 2 Sided—Making Two-sided Copies From Two-sided Originals



1 **Touch the [Duplex/Combine] key.**



2 **Touch the [2 Sided] key for original, then touch the [2 Sided] key for copy.**



Note

❒ To change the copy orientation to "Top to Bottom", touch the **[Orientation]** key and select Top to Bottom. See ⇒ P.92 *"Specifying Orientation of Bound Originals"*.

3 **Touch the [OK] key.**

4 **Set your originals, then press the 【Start】 key.**

When setting an original on the exposure glass or in the document feeder using Batch (SADF) mode

Reference

See ⇒ P.31 *"Batch (SADF) mode"*.

❶ **Set the original, then press the【Start】key.**

Note

❒ Start with the first page to be copied.

❷ **Set the next original. When it is placed on the exposure glass, press the【Start】key.**

❸ **When the number of originals is uneven, press the【#】key at the last original.**

Combine—Combining Originals Into One Copy

You can combine two or more originals into one copy. 1 Sided Combine mode is for 1-sided copies, and the 2 Sided Combine mode for 2-sided copies.

There are twelve types in this function.

❖ **1 Sided 2 Pages → Combine 1 Side**
Copies two 1-sided originals to the two-page spread of a sheet.

❖ **1 Sided 4 Pages → Combine 1 Side**
Copies four 1-sided originals together to one side of a sheet.

❖ **1 Sided 8 Pages → Combine 1 Side**
Copies eight 1-sided originals together to one side of a sheet.

❖ **1 Sided 4 Pages → Combine 2 Side**
Copies four 1-sided originals to the two-page spread on both sides of a sheet.

❖ **1 Sided 8 Pages → Combine 2 Side**
Copies eight 1-sided originals together to both sides of a sheet.

❖ **1 Sided 16 Pages → Combine 2 Side**
Copies 16 1-sided originals together to both sides of a sheet.

❖ **2 Sided 2 Pages → Combine 1 Side**
Copies one 2-sided original to one side of a sheet.

❖ **2 Sided 4 Pages → Combine 1 Side**
Copies two 2-sided originals to one side of a sheet.

❖ **2 Sided 8 Pages → Combine 1 Side**
Copies four 2-sided originals to one side of a sheet.

❖ **2 Sided 4 Pages → Combine 2 Side**
Copies two 2-sided originals together to both sides of a sheet.

❖ **2 Sided 8 Pages → Combine 2 Side**
Copies four 2-sided originals together to both sides of a sheet.

❖ **2 Sided 16 Pages → Combine 2 Side**
Copies eight 2-sided originals together to both sides of a sheet.

Limitation

❒ You cannot use the bypass tray with this function.

❒ The machine cannot copy originals different in size and direction.

Note

❒ In this mode, the machine selects the reproduction ratio automatically. This reproduction ratio depends on the copy paper sizes and the number of originals.

❒ The machine uses ratios in the following range:

- Metric version: 32 – 400 %
- Inch version: 32 – 400 %

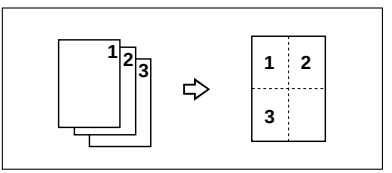
❒ If the calculated ratio is under the minimum ratio, it is corrected within the range of the ratio automatically. However, with some ratios, parts of the image might not be copied or blank margins appear on copies.

❒ Separation line between originals can be printed with the user tools. See "Combine Separation Line" in ⇒ P.206 *"Page Format $^{2}/_{2}$"*.

❒ Even if the direction of originals is different from that of the copy paper, the machine will automatically rotate the image by 90° to make copies properly.

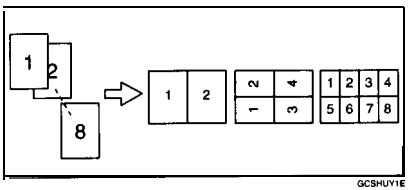
❒ When making copies in Combine mode, the circumference of each original can be automatically erased by 3 mm, 0.1". See "Combine Original Shadow Erase" in ⇒ P.205 *"Page Format $^{1}/_{2}$"*.

❒ If the number of originals placed is less than the number specified for combining, pressing the 【#】 key allows the last page(s) to be copied blank as shown in the illustration. You can also change the system setting to automatically avoid such copying. See "Combine: Auto Eject" in ⇒ P.210 *"Input Output"*.

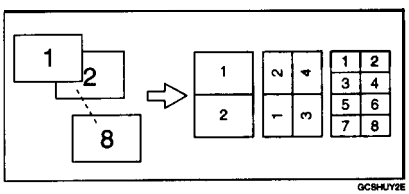


❒ Direction of the originals and arrangement of combined images

◆ **Portrait (▯) originals**

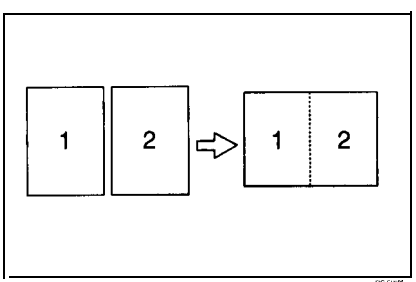


◆ **Landscape (▭) originals**



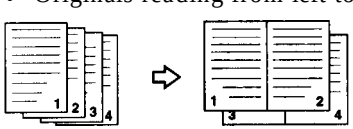
1 Sided 2 Pages → Combine 1 Side

Copies two l-sided originals to the two-page spread of a sheet.

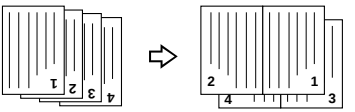


◆ **Setting originals (Originals set in the document feeder)**

- Originals reading from left to right



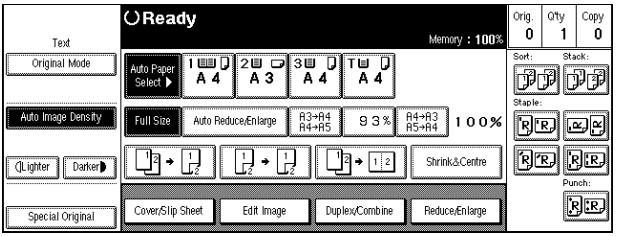
- Originals reading from top to bottom



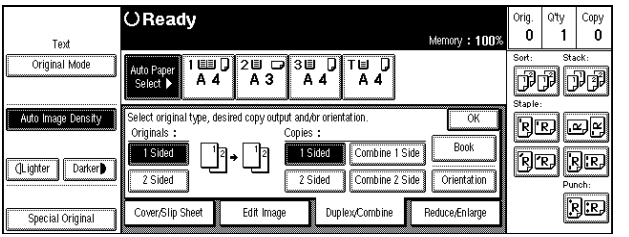
Combine6

2

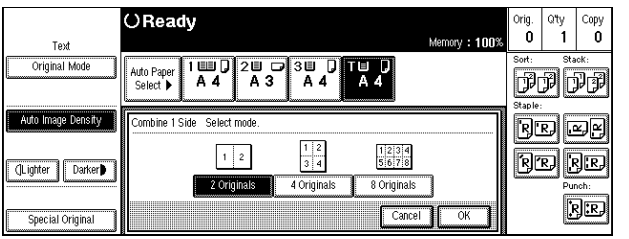
1 **Touch the [Duplex/Combine] key.**



2 **Touch the [1 Sided] key for original, then touch the [Combine 1 Side] key for copy.**



3 **Touch the [2 Originals] key, then touch the [OK] key.**

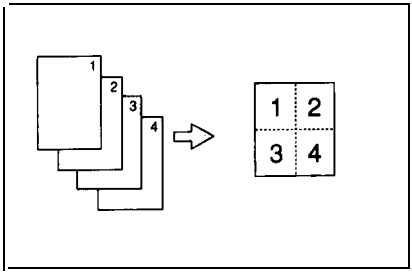


4 **Select paper.**

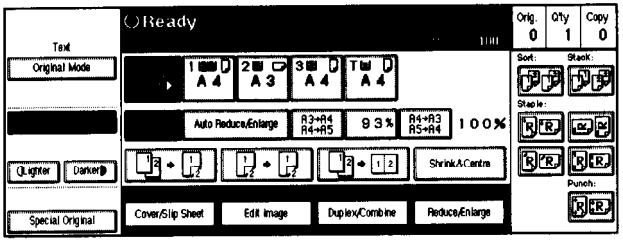
5 **Set your originals, then press the [Start] key.**

1 Sided 4 Pages → Combine 1 Side

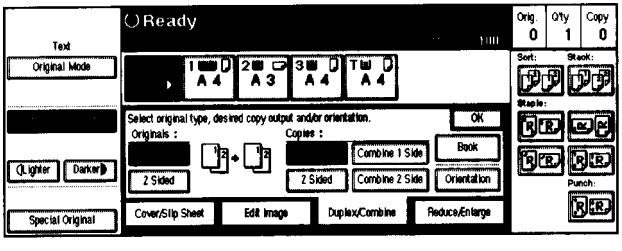
Copies four l-sided originals together to one side of a sheet.



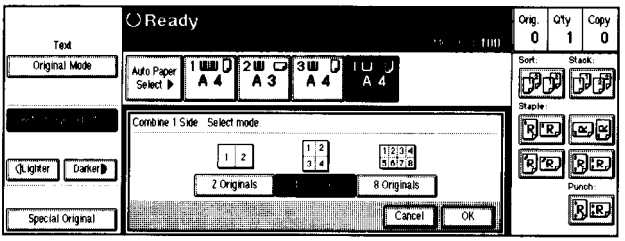
1 Touch the [Duplex/Combine] key.



2 Touch the [1 Sided] key for original, then touch the [Combine 1 Side] key for copy.



3 Touch the **[4** Originals] key, then touch the [OK] key.

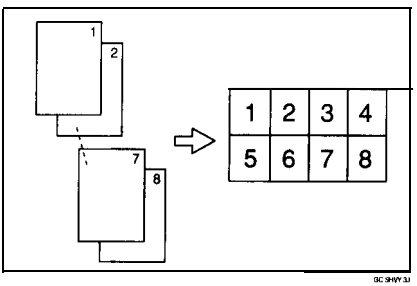


4 Select paper.

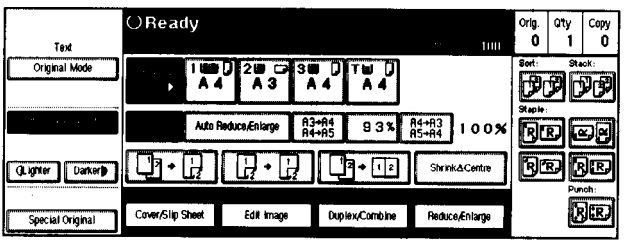
5 Set your originals, then press the [Start] key.

1 Sided 8 Pages → Combine 1 Side

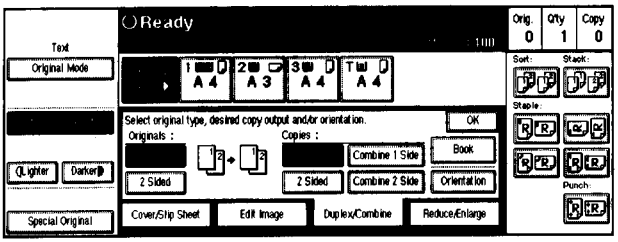
Copies eight l-sided originals together to one side of a sheet.



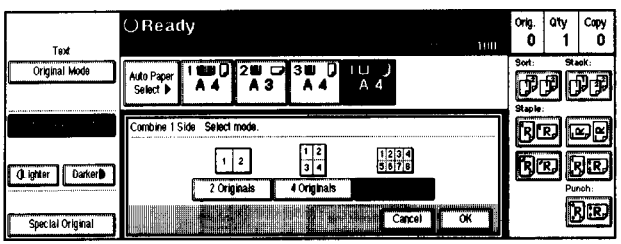
1 Touch the [Duplex/Combine] key.



2 **Touch the [1 Sided] key for original, then touch the [Combine 1 Side] key for copy.**



3 **Touch the [8 Originals] key, then touch the [OK] key.**

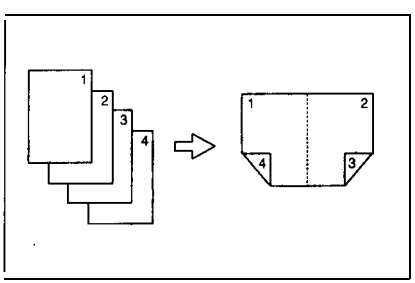


4 **Select paper.**

5 **Set your originals, then press the [Start] key.**

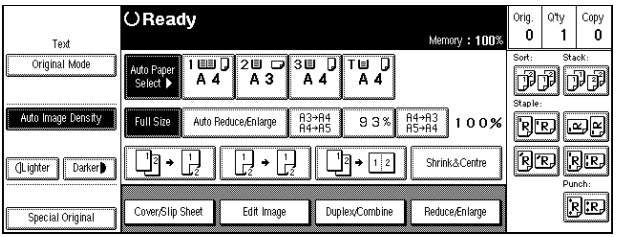
1 Sided 4 Pages → Combine 2 Side

Copies four l-sided originals to the two-page spread on both sides of a sheet.

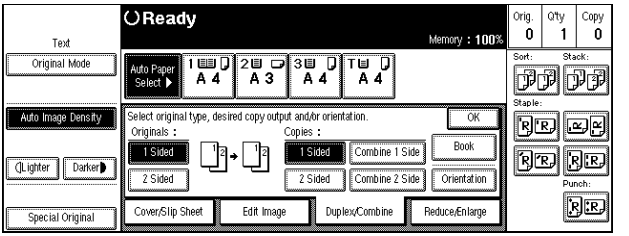


2

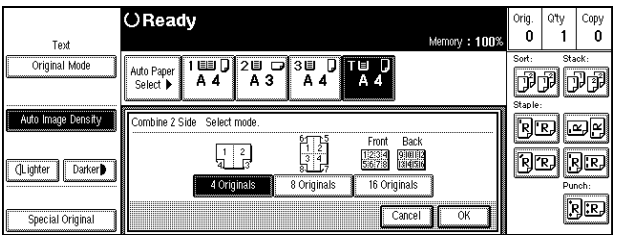
1 **Touch the [Duplex/Combine] key.**



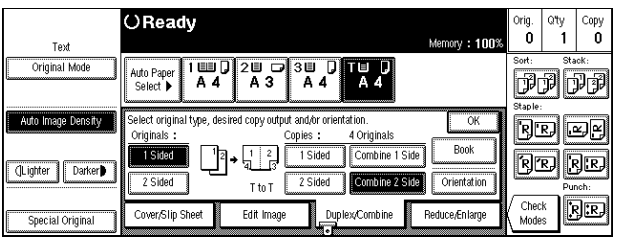
2 **Touch the [1 Sided] key for original, then press the [Combine 2 Side] key for copy.**



3 **Touch the [4 Originals] key, then press the [OK] key.**



4 **Check the orientation.**



Note

❒ To change the copy orientation to "Top to Bottom", touch the **[Orientation]** key and select **[Top to Bottom]**. See ⇒ P.92 *"Specifying Orientation of Bound Originals"*.

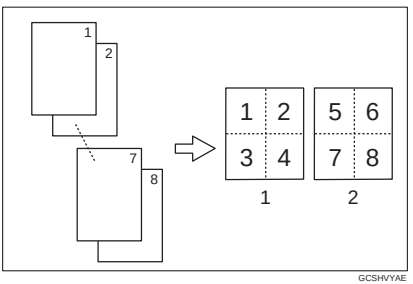
5 **Touch the [OK] key.**

6 **Select paper.**

7 **Set your originals, then press the 【Start】 key.**

1 Sided 8 Pages → Combine 2 Side

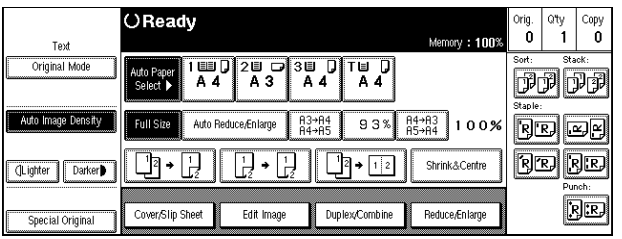
Copies eight 1-sided originals together to both sides of a sheet.



1. **Front**

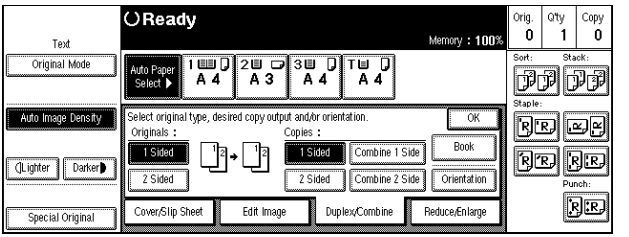
2. **Back**

1 **Touch the [Duplex/Combine] key.**

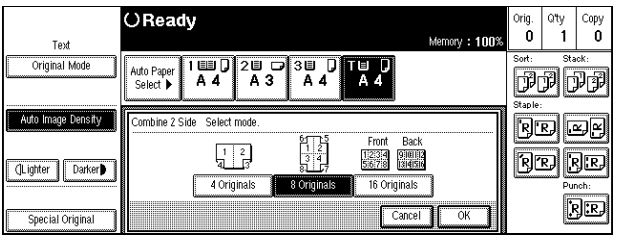


2

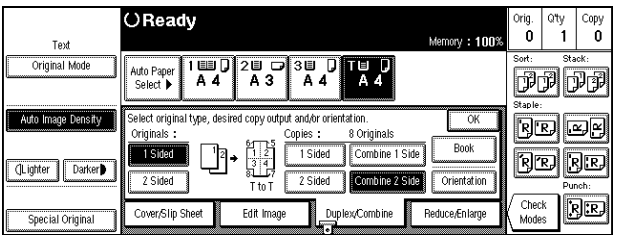
2 **Touch the [1 Sided] key for original, then touch the [Combine 2 Side] key for copy.**



3 **Touch the [8 Originals] key, then touch the [OK] key.**



4 **Check the orientation.**



Note

❒ To change the copy orientation to "Top to Bottom", touch the **[Orientation]** key and select **[Top to Bottom]**. See ⇒ P.92 *"Specifying Orientation of Bound Originals"*.

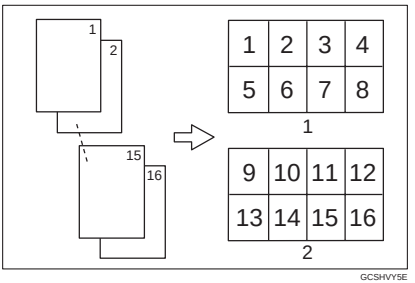
5 **Touch the [OK] key.**

6 **Select paper.**

7 **Set your originals, then press the 【Start】 key.**

1 Sided 16 Pages → Combine 2 Side

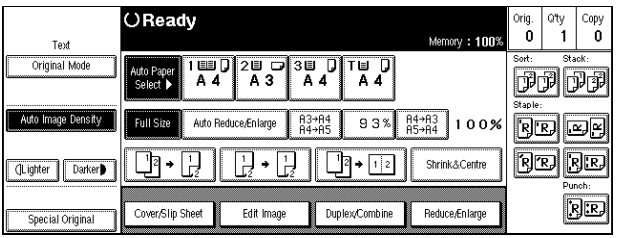
Copies sixteen 1-sided originals together to both sides of a sheet.



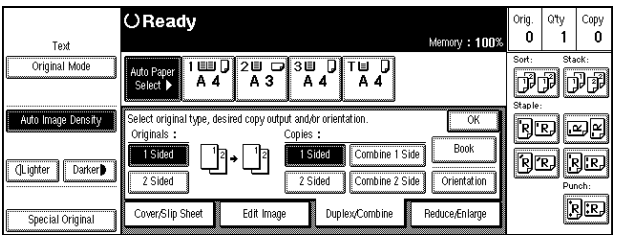
1. **Front**

2. **Back**

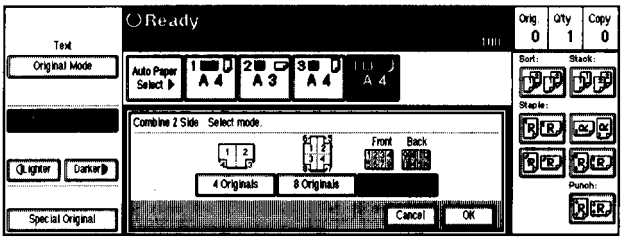
1 **Touch the [Duplex/Combine] key.**



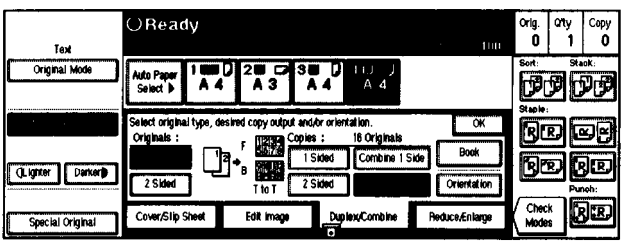
2 **Touch the [1 Sided] key for original, then touch the [Combine 2 Side] key for copy.**



3 Touch the [16 Originals] key, then touch the [OK] key.



4 Check the orientation.



Note

❒ To change the copy orientation to "Top to Bottom", touch the [Orientation] key and select [Top to Bottom]. See ⇒ P.92 *"Specifying Orientation of Bound Originals"*.

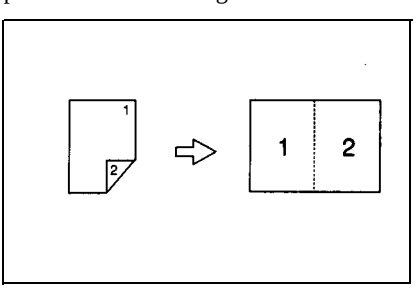
5 Touch the [OK] key.

6 Select paper.

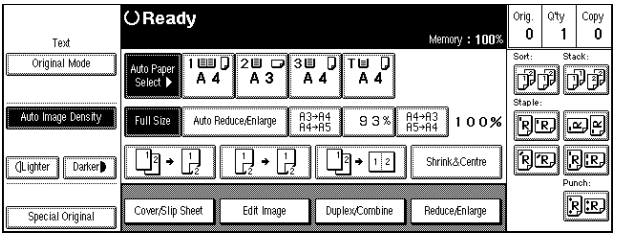
7 Set your originals, then press the [Start] key.

2 Sided 2 Pages → Combine 1 Side

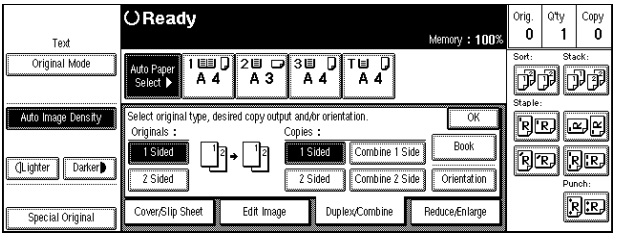
Copies one 2-sided original to one side of a sheet.



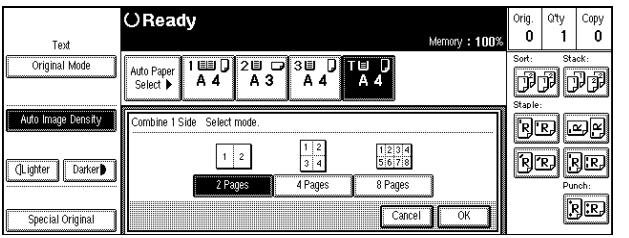
1 **Touch the [Duplex/Combine] key.**



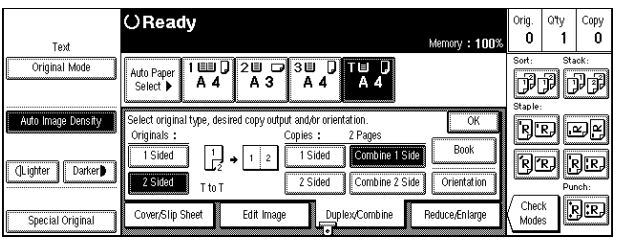
2 **Touch the [2 Sided] key for original, then touch the [Combine 1 Side] key for copy.**



3 **Touch the [2 Pages] key, then touch the [OK] key.**



4 **Check the orientation.**



Note

❒ To change the copy orientation to "Top to Bottom", touch the **[Orientation]** key and select **[Top to Bottom]. See ⇒ P.92** *"Specifying Orientation of Bound Originals"*.

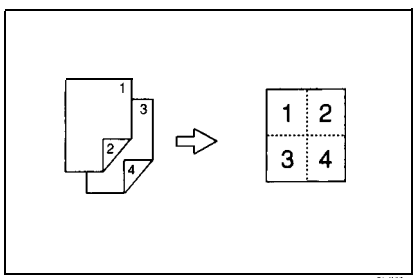
5 Touch the [OK] key.

6 Select paper.

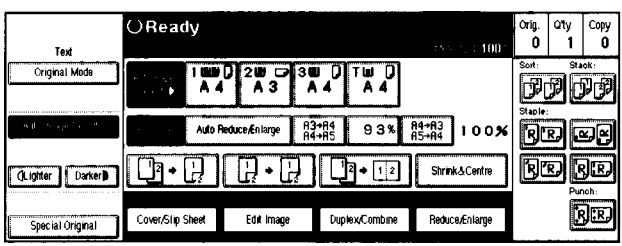
7 Set your originals, then press the **[Start] key.**

2 Sided 4 Pages → Combine 1 Side

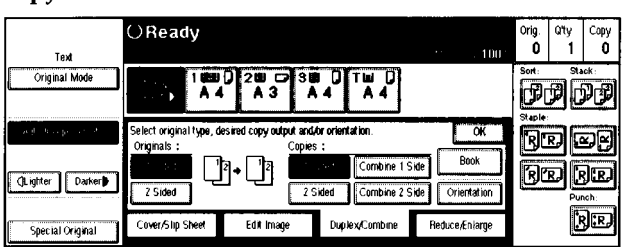
Copies two 2-sided originals to one side of a sheet.



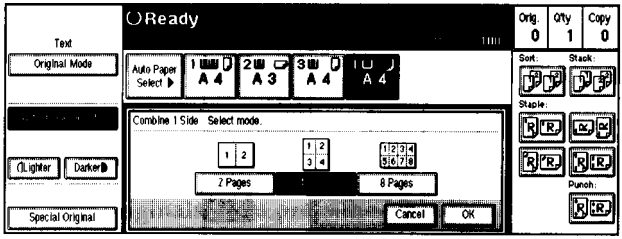
1 Touch the [Duplex/Combine] key.



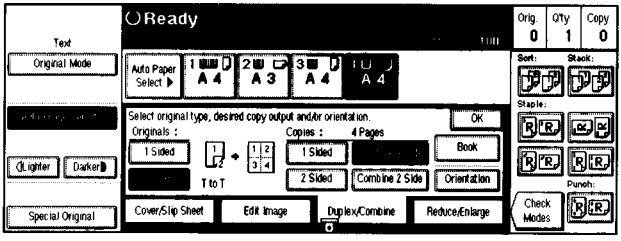
2 Touch the **[2 Sided]** key for original, then touch the **[Combine 1 Side]** key for copy.



3 **Touch the [4 Pages] key, then touch the [OK] key.**



4 **Check the orientation.**



Note

❒ To change the copy orientation to **"Top** to Bottom", touch the **[Orientation]** key and select **[Top to Bottom]. See ⇒ P.92** *"Specifying Orientation of Bound Originals".*

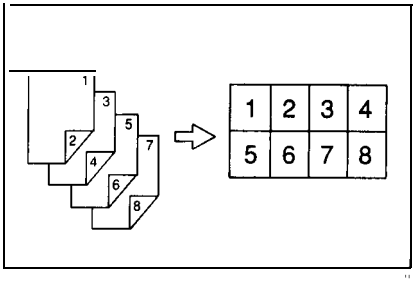
5 *Press* **the [OK] key.**

6 **Select paper.**

7 **Set your originals, then press the [Start] key.**

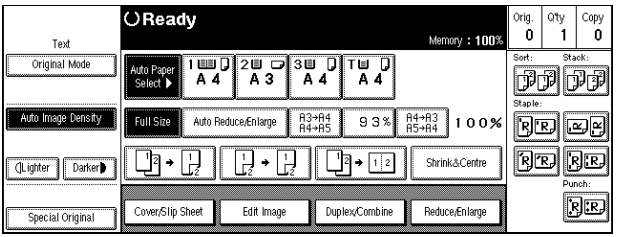
2 Sided 8 Pages → Combine 1 Side

Copies four 2-sided originals to one side of a sheet.

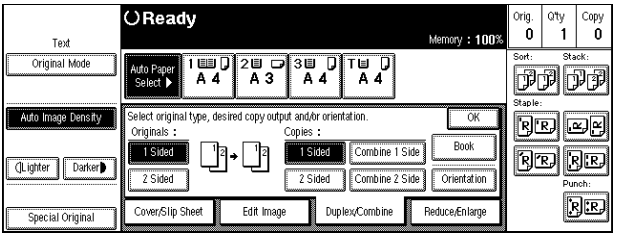


2

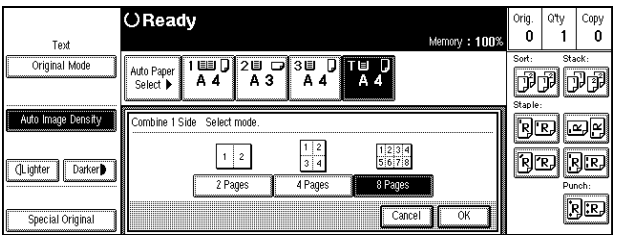
1 **Touch the [Duplex/Combine] key.**



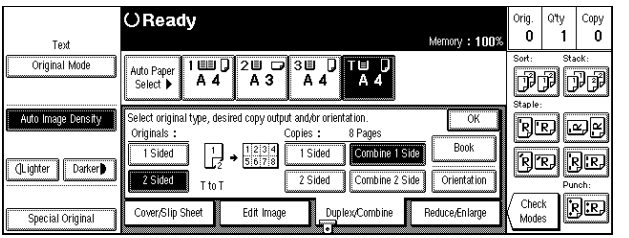
2 **Touch the [2 Sided] key for original, then touch the [Combine 1 Side] key for copy.**



3 **Touch the [8 Pages] key, then touch the [OK] key.**



4 **Check the orientation.**



Note

❒ To change the **copy orientation** to "Top to Bottom", touch the **[Orientation]** key and select **[Top to** Bottom]. See ⇒ P.92 *"Specifying Orientation of Bound Originals"*.

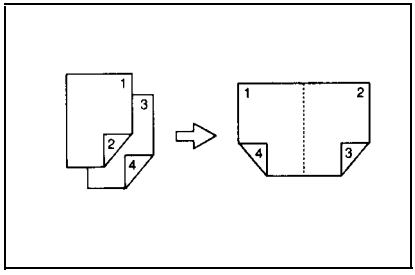
5 Touch the [OK] key.

6 Select paper.

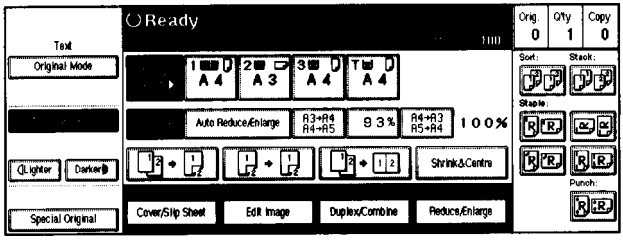
7 Set your originals, then press the [Start] key.

2 Sided 4 Pages → Combine 2 Side

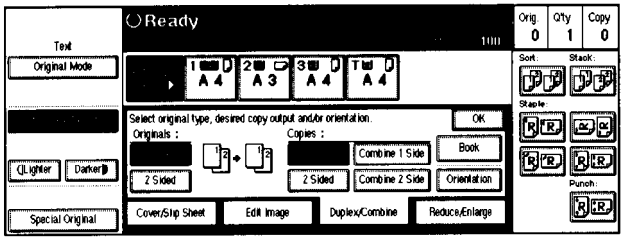
Copies 2-sided originals together to both sides of a sheet.



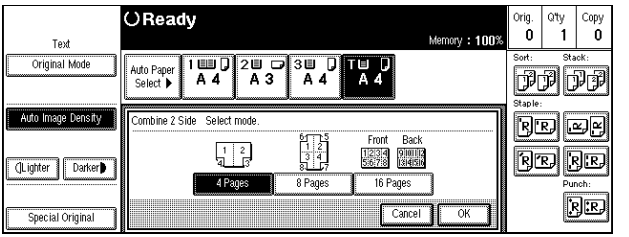
1 Touch the **[Duplex/Combine] key.**



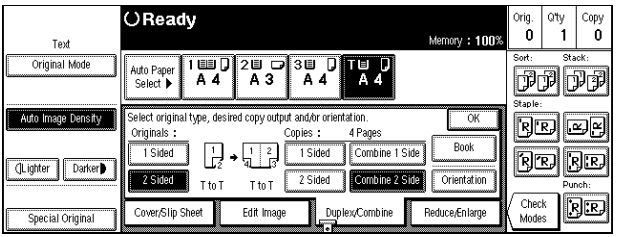
2 Touch the [2 Sided] key for original, then touch the [Combine 2 Side] key for copy.



3 **Touch the [4Pages] key, then touch the [OK] key.**



4 **Check the orientation.**



Note

❒ To change the copy orientation to "Top to Bottom", touch the **[Orientation]** key and select **[Top to Bottom]**. See ⇒ P.92 *"Specifying Orientation of Bound Originals"*.

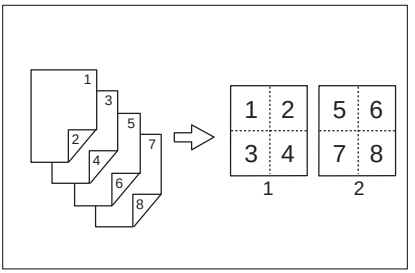
5 **Touch the [OK] key**

6 **Select paper.**

7 **Set your originals, then press the 【Start】 key.**

2 Sided 8 Pages → Combine 2 Side

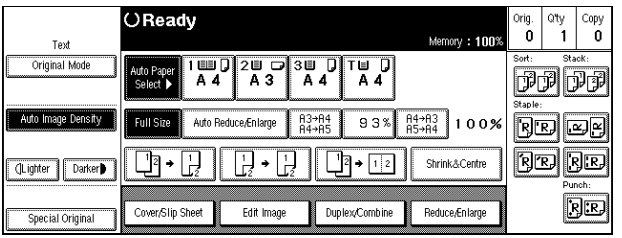
Copies four 2-sided originals together to both sides of a sheet.



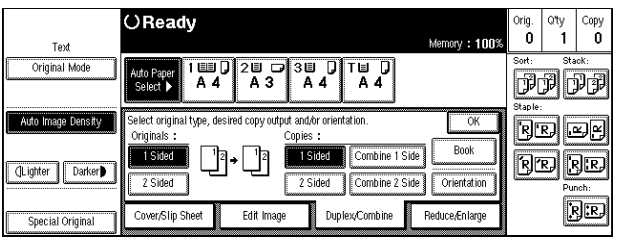
1. **Front**

2. **Back**

1 **Touch the [Duplex/Combine] key.**

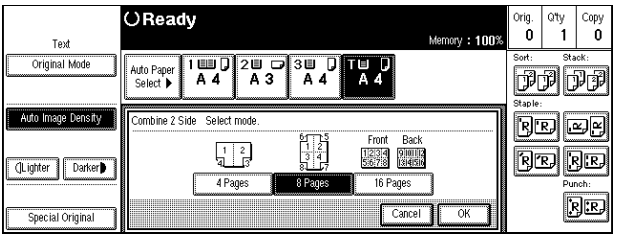


2 **Touch the [2 Sided] key for original, then touch the [Combine 2 Side] key for copy.**

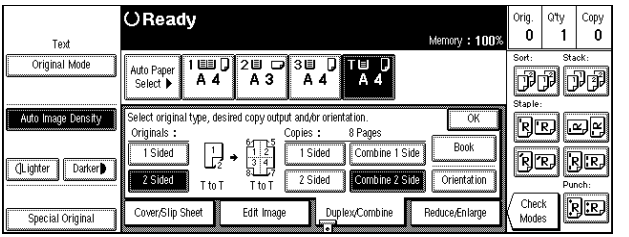


2

3 **Touch the [8Pages] key, then touch the [OK] key.**



4 **Check the orientation.**



Note

❒ To change the copy orientation to "Top to Bottom", touch the **[Orientation]** key and select **[Top to Bottom]**. See ⇒ P.92 *"Specifying Orientation of Bound Originals"*.

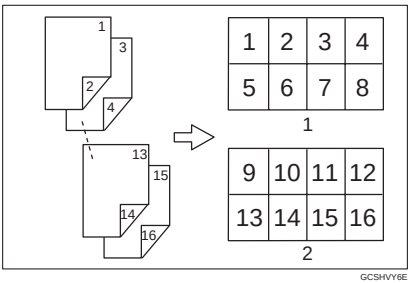
5 **Touch the [OK] key**

6 **Select paper.**

7 **Set your originals, then press the 【Start】 key.**

2 Sided 16 Pages → Combine 2 Side

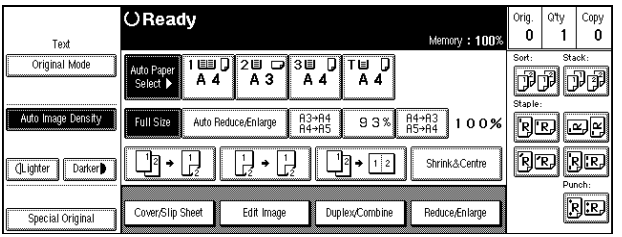
Copies eight 2-sided originals together to both sides of a sheet.



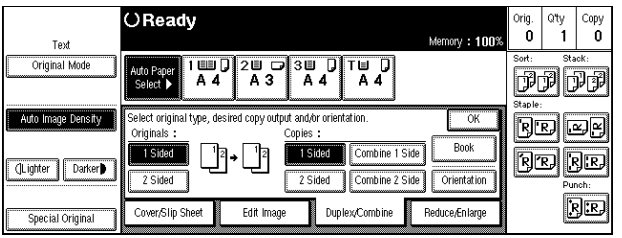
1. **Front**

2. **Back**

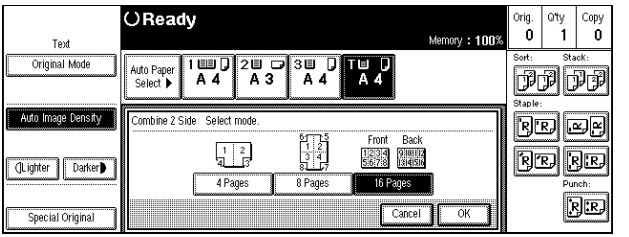
1 **Touch the [Duplex/Combine] key.**



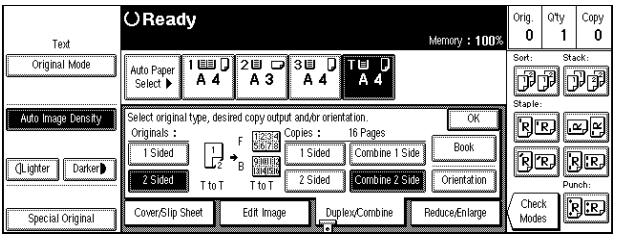
2 **Touch the [2 Sided] key for original, then touch the [Combine 2 Side] key for copy.**



3 **Touch the [16 Pages] key, then touch the [OK] key.**



4 **Check the orientation.**



Note

❒ To change the copy orientation to "Top to Bottom", touch the **[Orientation]** key and select **[Top to Bottom]**. See ⇒ P.92 *"Specifying Orientation of Bound Originals"*.

5 **Touch the [OK] key**

6 **Select paper.**

7 **Set your originals, then press the 【Start】 key.**

Book

Series copies are made by separately copying the front and back of a 2-sided original or the two facing pages of a spread original onto two sheets of paper. A book is made by copying two or more originals in page order.

There are the following types of Series and Book modes.

Series Copies

❖ **Book → 1 Sided**
Copies the two facing pages of a spread original to make two 1-sided copies.

❖ **Book → 2 Sided**
Copies the front and back of a 1-sided original to make two 1-sided copies.

Book

❖ **Book → 2 Sided**
Copies a spread two-page original onto both sides of a sheet.

❖ **Multi → 2 Sided**
Copies each spread two-page original as it is onto both sides of a sheet.

❖ **Booklet**
Make copies in page order for a folded booklet.

❖ **Magazine**
Copies two or more originals to make copies in page order (as when they are folded and stacked).

Limitation

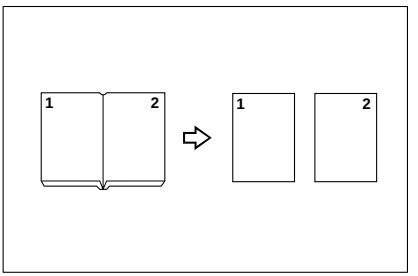
❒ You cannot use the bypass tray with this function.

Series Copies—Making One-sided Copies From Various Originals

Book → 1 Sided—Making One-sided Copies From Two Facing Page Of A Bound Original (Book)

2

You can make one-sided copies from two facing pages of a bound original (book).



Note

❒ Refer to the following table when you select original and copy paper sizes with 100 % ratio:

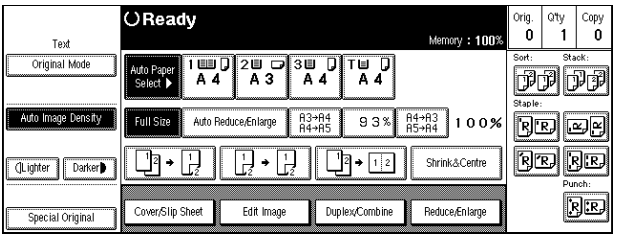
❖ **Metric version**

Original	Copy paper
A3	A4 ×2 sheets
B4	B5 ×2 sheets
A4	A5 ×2 sheets

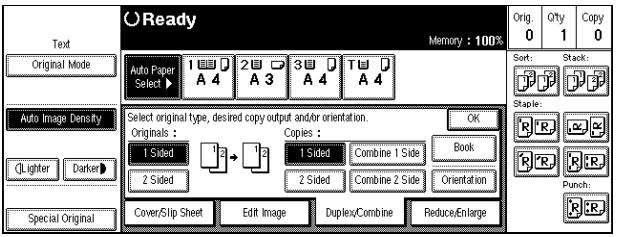
❖ **Inch version**

Original	Copy paper
11" × 17"	$8^1/_2$" × 11" ×2 sheets
$8^1/_2$" × 11"	$5^1/_2$" × $8^1/_2$" ×2 sheets

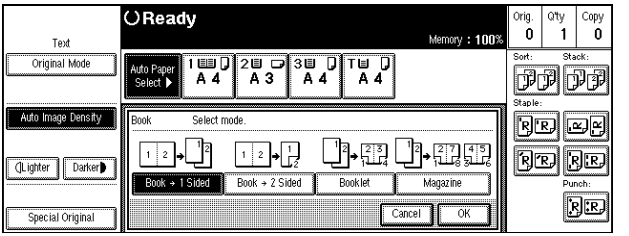
1 **Touch the [Duplex/Combine] key.**



2 **Touch the [Book] key.**



3 **Touch the [Book→1 Sided] key.**



4 **Touch the [OK] key.**

5 **Touch the [OK] key.**

6 **Make sure the [Auto Paper Select] is selected.**

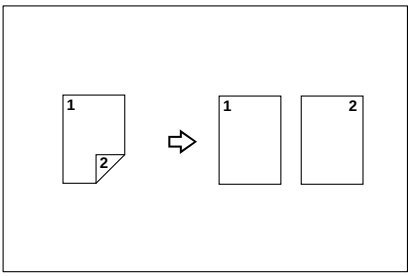
Note

❒ If not, select the **[Auto Paper Select]**.

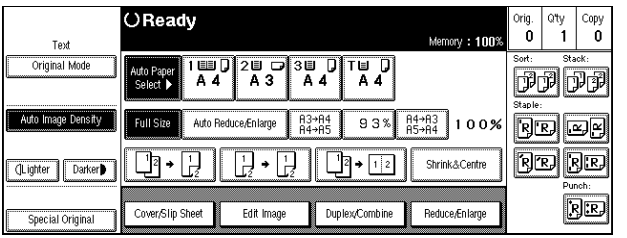
7 **Set your originals, then press the 【Start】 key.**

2 Sided→1 Sided—Making One-sided Copies From Two-sided Originals

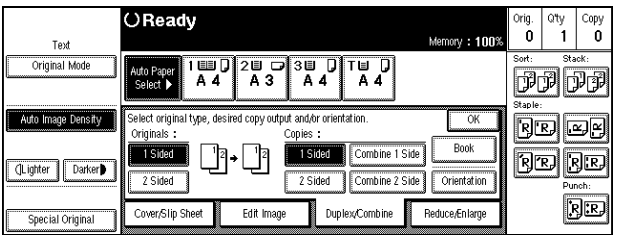
You can make one-sided copies from two-sided originals.



1 **Touch the [Duplex/Combine] key.**



2 **Touch the [2 Sided] key for original, then touch the [1 Sided] key for copy.**



3 **Check the orientation.**

Note

❒ To change the original orientation to "Top to Bottom", touch the **[Orientation]** key, then select **[Top to Bottom]**. See ⇒ P.92 *"Specifying Orientation of Bound Originals"*.

4 **Touch the [OK] key**

5 **Set your originals, then press the 【Start】 key.**

Book

Limitation

❒ You cannot use the bypass tray with this function.

❒ The machine cannot copy originals different in size and direction.

Note

❒ The machine sets the reproduction ratio automatically to meet the paper size and copies the originals together onto the paper.

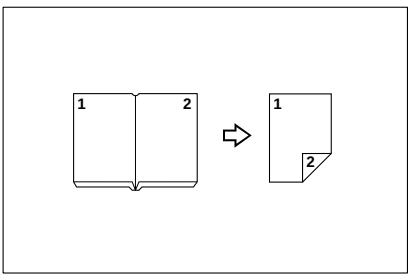
❒ The machine uses ratios in the range of 32 to 400 %.

❒ If the calculated ratio is under the available minimum ratio, it will be adjusted to the minimum ratio. However, with some ratios, parts of the image might not be copied.

❒ Even if the direction of originals is different from that of the copy paper, the machine will automatically rotate the image by 90° to make copies properly.

Book→2 Sided

Copies a two-page spread original onto both sides of a sheet.



Important

❒ If **[Multi → 2 sided]** has been selected in "Book Duplex" of the user tools, change it to **[Book→2 Sided]**. See "Book Duplex" in ⇒ P.201 *"General Features 2/3"*.

Note

❒ Refer to the following table when you select original and copy paper sizes with 100 % ratio:

❖ **Metric version**

Original	Copy paper
A3□	A4 (2-sided)
B4□	B5 (2-sided)

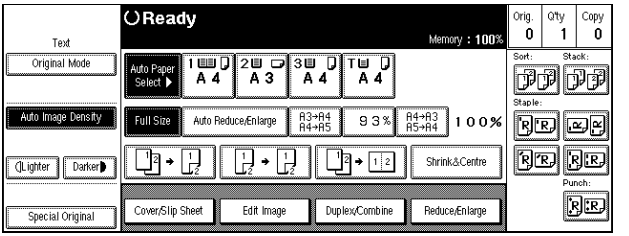
Original	Copy paper
A4	A5 (2-sided)

❖ **Inch version**

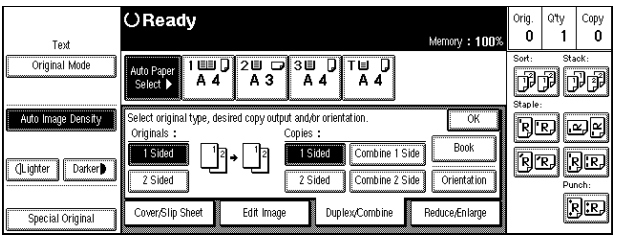
Original	Copy paper
11" × 17"	$8^1/_2$" × 11" (2-sided)
$8^1/_2$" × 11"	$5^1/_2$" × $8^1/_2$" (2-sided)

2

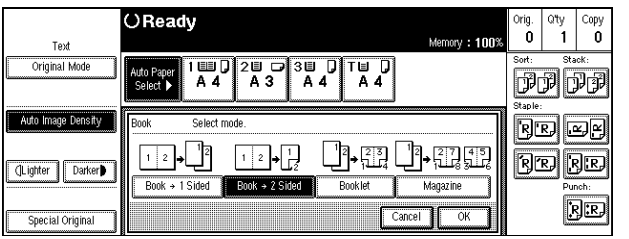
1 **Touch the [Duplex/Combine] key.**



2 **Touch the [Book] key.**



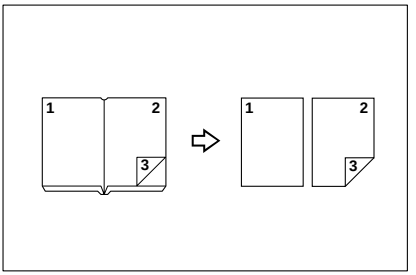
3 **Touch the [Book→2 Sided] key.**



4 **Set your originals, then press the 【Start】 key.**

Multi → 2 Sided

Copies each two-page spread original as it is onto both sides of a sheet.



Important

❒ If **[Book→2 Sided]** has been selected in "Book Duplex" of the user tools, change it to **[Multi → 2 sided]**. See "Book Duplex" in ⇒ P.201 *"General Features 2/3"*.

Note

❒ Refer to the following table when you select original and copy paper sizes with 100 % ratio:

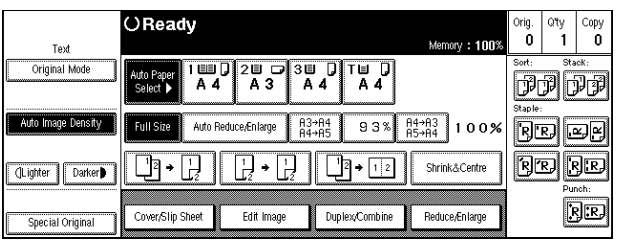
❖ **Metric version**

Original	Copy paper
A3	A4 (2-sided)
B4	B5 (2-sided)
A4	A5 (2-sided)

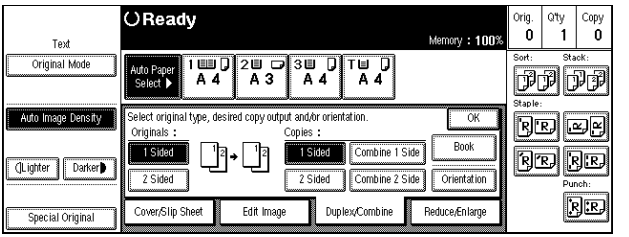
❖ **Inch version**

Original	Copy paper
11" × 17"	$8^1/_2$" × 11" (2-sided)
$8^1/_2$" × 11"	$5^1/_2$" × $8^1/_2$" (2-sided)

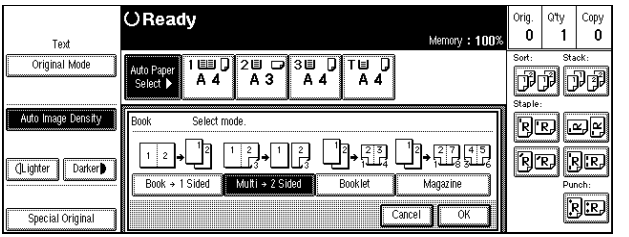
1 **Touch the [Duplex/Combine] key.**



2 Touch the [Book] key.



3 Touch the [Multi → 2 sided] key.



4 Touch the [OK] key and select paper.

5 Set your originals, then press the 【Start】 key.

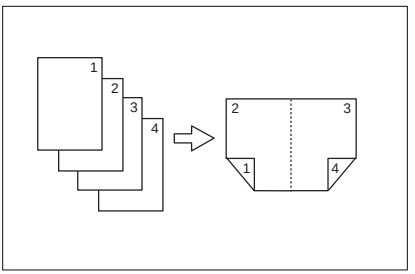
Note

❒ When placing one original on the exposure glass or in the document feeder in Batch (SADF) mode, press the 【#】 key at the last original.

Booklet

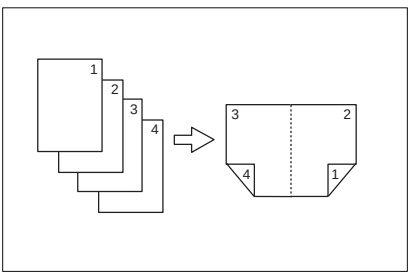
Make copies in page order for a folded booklet as shown in the following illustrations:

❖ Portrait



GCBOOK0E

❖ Landscape



GCBOOK1E

Important

❒ Before selecting this function, select "Portrait" or "Landscape" with the user tools. See "Booklet/Magazine Original Orientation" in ⇒ P.206 *"Page Format $^{2}/_{2}$"*.

Note

❒ Four originals are copied onto each sheet of copy paper.

❒ In this mode, the machine sets the reproduction ratio automatically to meet the paper size and copies the originals together onto the paper.

❒ A ratio is selected in the range of 32 to 400 %.

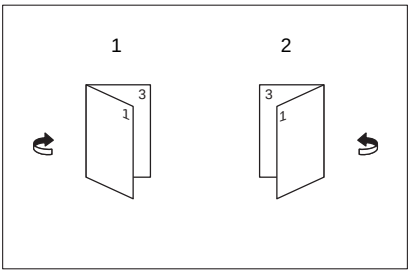
❒ If the calculated ratio is under the available minimum ratio, it will be adjusted to the minimum ratio. However, with some ratios, parts of the image might not be copied.

❒ If the number of originals scanned is less than a multiple of 4, pressing the【#】key allows the last page(s) to be copied blank. You can also change the system

setting to automatically avoid such copying. See "Combine: Auto Eject" in ⇒ P.210 *"Input Output"*.

❒ You can have a 3 mm, 0.1" bounding margin around all four edges of the original left blank (erased). See "Combine Original Shadow Erase" in ⇒ P.205 *"Page Format $^{1}/_{2}$"*.

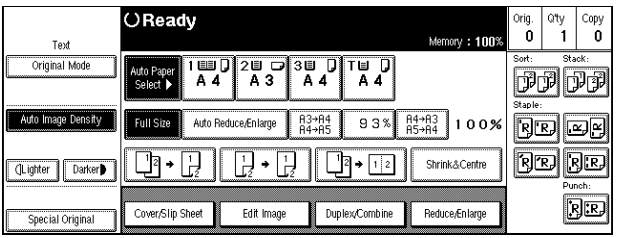
How to fold and unfold copies to make a booklet



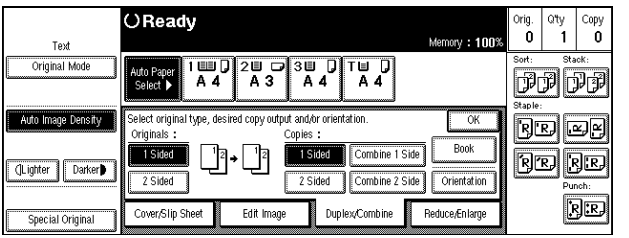
1. **Portrait**

2. **Landscape**

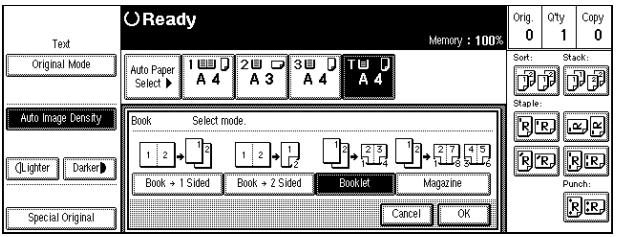
1 **Touch the [Duplex/Combine] key.**



2 **Touch the [Book] key.**



3 **Touch the [Booklet] key, followed by the [OK] key.**



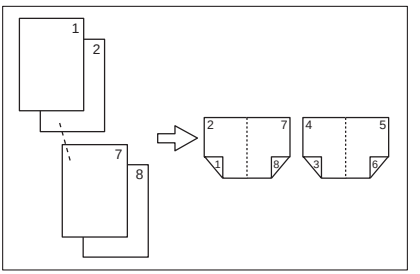
4 **Select paper.**

5 **Set your originals, then press the 【Start】 key.**

Magazine

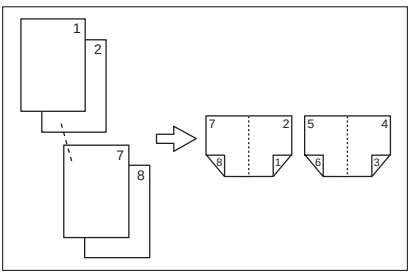
Copies two or more originals to make copies in page order when they are folded and stacked.

❖ Portrait



GCBOOK3E

❖ Landscape



GCBOOK4E

Important

❒ Before selecting this function, select "Portrait" or "Landscape" with the user tools. See "Booklet/Magazine Original Orientation" in ⇒ P.206 *"Page Format $^{2}/_{2}$"*.

Note

❒ Four originals are copied onto each sheet of copy paper.

❒ In this mode, the machine sets the reproduction ratio automatically to meet the paper size and copies the originals together onto the paper.

❒ A ratios selected in the range of 32 to 400 %.

❒ If the calculated ratio is under the available minimum ratio, it will be adjusted to the minimum ratio. However, with some ratios, parts of the image might not be copied.

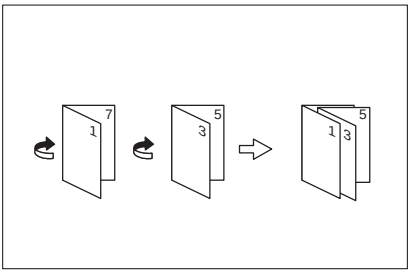
❒ If the number of originals scanned is less than a multiple of 4, pressing the【#】key allows the last page(s) to be copied blank. You can also change the system

setting to automatically avoid such copying. See "Combine: Auto Eject" in ⇒ P.210 *"Input Output"*.

❒ You can have a 3 mm bounding margin around all four edges of the original left blank (erased). See "Combine Original Shadow Erase" in ⇒ P.205 *"Page Format $^{1}/_{2}$"*.

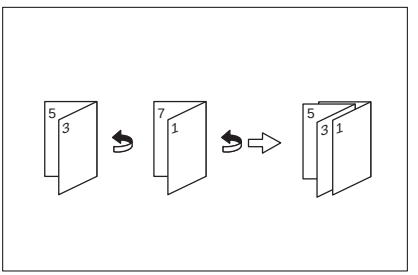
How to fold and unfold copies to make a magazine

❖ Portrait



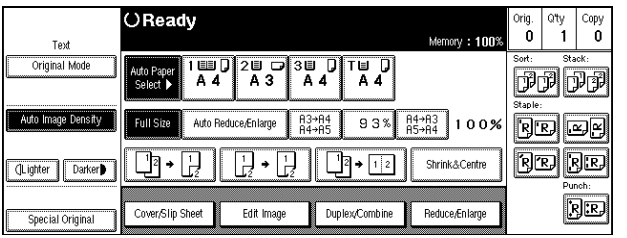
GCBOOK5E

❖ Landscape



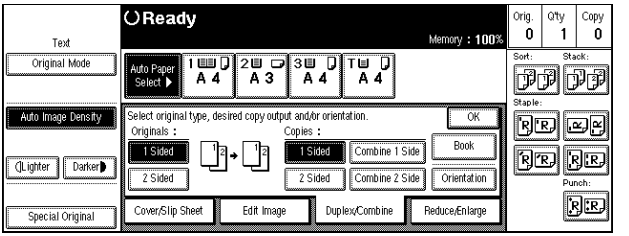
GCBOOK6E

1 **Touch the [Duplex/Combine] key.**

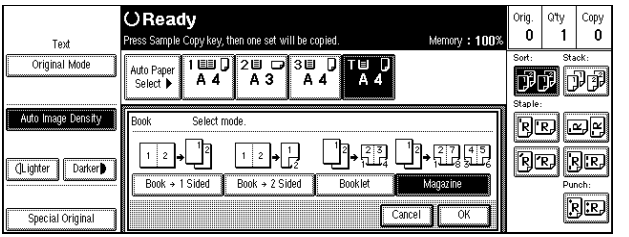


2

2 **Touch the [Book] key.**



3 **Touch the [Magazine] key, followed by the [OK] key.**



4 **Select paper.**

5 **Set your originals, then press the 【Start】 key.**

Note

❒ It takes some time to scan the originals and make copies.

Cover/Slip Sheet—Adding Or Inserting Sheets

In this function, you can add or insert cover or paper designate.

There are four types in this function:

❖ **Front Cover**
The first page of your originals is copied on a specific paper sheets for covers.

❖ **Front/Back Covers**
The first and last pages of your originals are copied on specific paper sheets for covers.

❖ **Paper Designate**
Use this function to have certain pages of your original copied onto slip sheets.

❖ **Chapters**
If you specify the first page of each chapter with this function, those pages will always appear on the front of copies when using 1 sided → 2 sided mode.

Limitation

❒ You cannot use the bypass tray with this function.

Note

❒ Before selecting this function, set the tray for front cover paper and slip sheet paper. See "Special Paper Indication" of the "System Settings" manual.

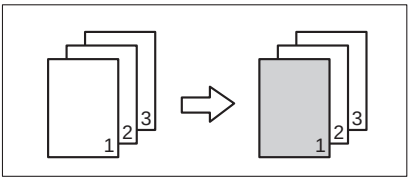
❒ The cover or slip sheets should be identical in size and direction with the copy paper.

❒ If Blank mode is selected, the cover will not be counted as a copy.

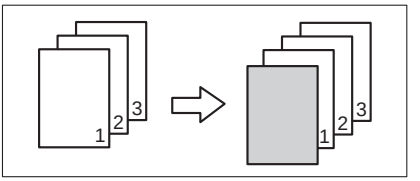
Front Cover—Copying Or Adding A Front Cover

The first page of your originals is copied on a specific paper sheets for covers.

❖ **Copy**



❖ **Blank**

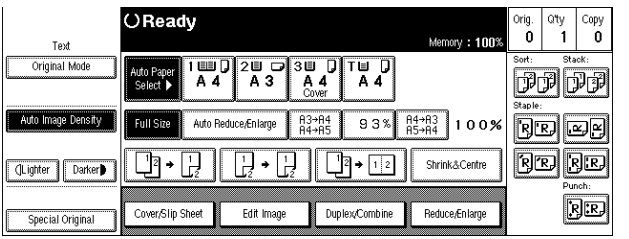


Note

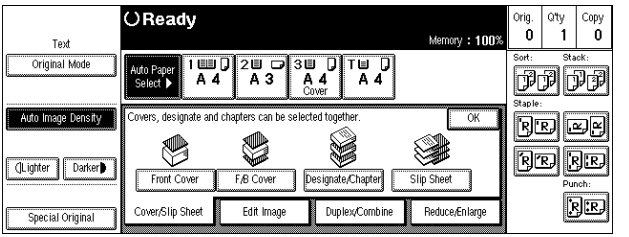
❒ You can specify whether to make a copy on a sheet for covers. If you select **[Copy]**, the first page will be copied on the cover sheet. If you select **[Blank]**, a cover sheet will just be inserted before the first copy.

❒ When selecting **[Copy]**, select "1 Sided" or "2 Sided" for the side to be copied on. See "Cover Mode" in ⇒ P.205 *"Page Format $^1/_2$"*.

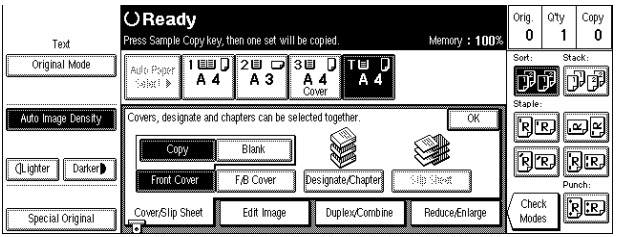
1 **Touch the [Cover/Slip Sheet] key.**



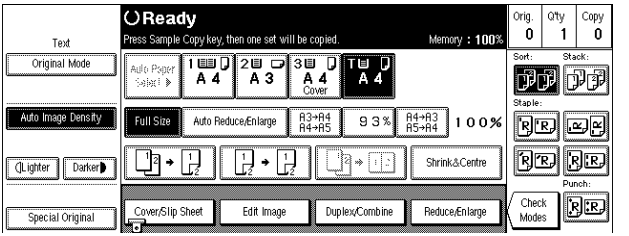
2 **Touch the [Front Cover] key.**



3 **Select [Copy] or [Blank], and then touch the [OK] key.**



4 **Select the tray you use.**

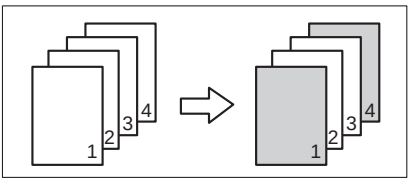


5 **Set your originals in the document feeder, then press the【Start】key.**

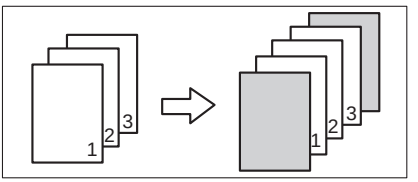
Front/Back Covers—Copying Or Adding Front And Back Covers

The first and last pages of your originals are copied on specific paper sheets for covers.

❖ **Copy**



❖ **Blank**



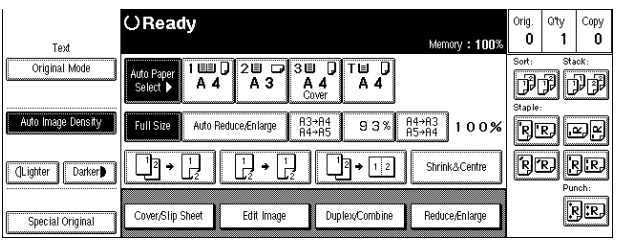
Note

❒ You can specify whether to make a copy on a cover sheet. If you select **[Copy]**, the first and last pages will be copied on the cover sheets. If you select **[Blank]**, a cover sheet will just be inserted before the first copy and another sheet after the last copy.

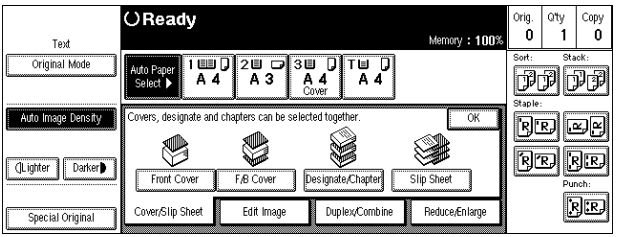
❒ When selecting **[Copy]**, select "1 Sided" or "2 Sided" for the side to be copied on. See "Cover Mode" in ⇒ P.205 *"Page Format $^1/_2$"*.

❒ When making a 1-sided front cover copy, you can specify to deliver the back cover side either face up or face down. See "Copy Back Cover" in ⇒ P.205 *"Page Format $^1/_2$"*.

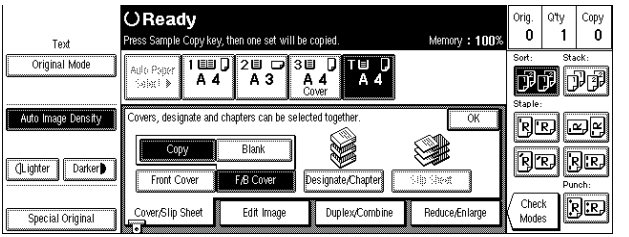
1 **Touch the [Cover/Slip Sheet] key.**



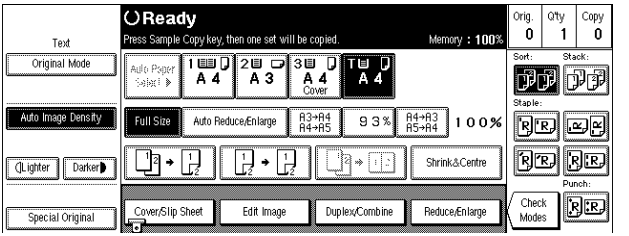
2 **Touch the [F/ B Cover] key.**



3 **Select [Copy] or [Blank], and then touch the [OK] key.**



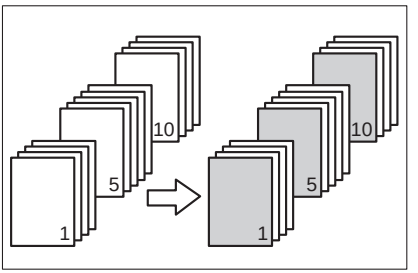
4 **Select the tray you use.**



5 **Set your originals in the document feeder, then press the【Start】key.**

Designate—Copying Designated Pages Of Originals Onto Slip Sheets

Use this function to have certain pages of your original copied onto slip sheets.



Limitation

❒ You cannot use this function with Slip Sheet mode.

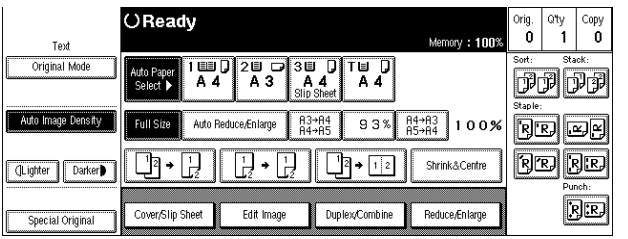
Note

❒ You can specify up to 20 page numbers.

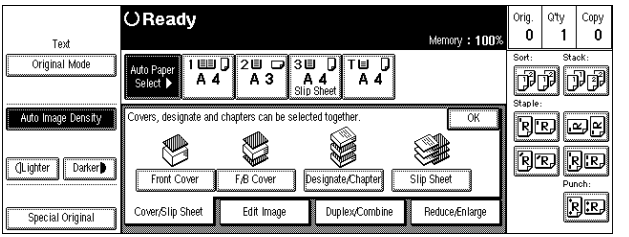
❒ When "1 Sided → 2 Sided" has been selected, the page numbers you designate will always be copied onto the front of copies in the same way as Chapters mode.

❒ Before using this function, set the special paper tray for slip sheets using the user tools. See "Paper Size Setting" and "Special Paper Indication" of the "System Settings" manual.

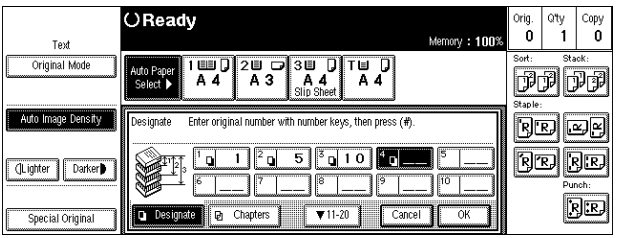
1 **Touch the [Cover/Slip Sheet] key.**



2 **Touch the [Designate/Chapter] key.**



3 **Enter the page number you want to copy onto a slip sheet with the【Number】keys. Then, press the【#】key.**



This display shows example settings.

Note

❒ To change the value entered, press the【Clear/Stop】key and enter the new value.

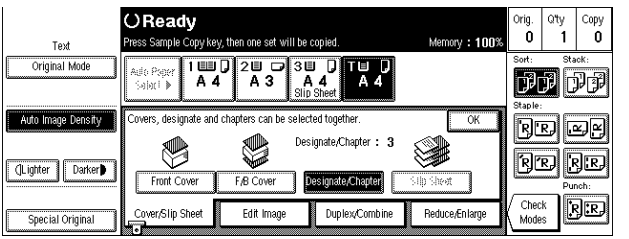
4 **To specify another page number, repeat Step 3.**

5 **When you wish to finish specifying page number (s), touch the [OK] key.**

Note

❒ To change the number entered, select the desired item, then enter the new number.

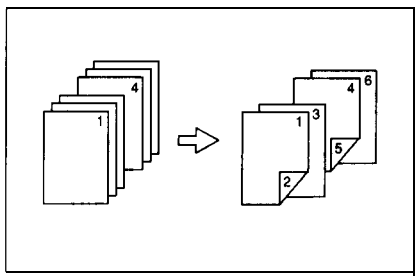
6 **Select the tray you wish to use.**



7 **Set your originals, then press the【Start】key.**

Chapters-Separating One-sided Originals Into Chapters Of Two-sided Copies

The page numbers you specify with this function will appear on the front of copy sheets.



Limitation

❒ **You** cannot use this function with Slip Sheet mode.

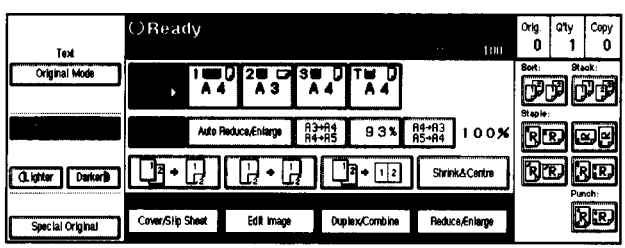
Note

❒ You can specify up to 20 page numbers.

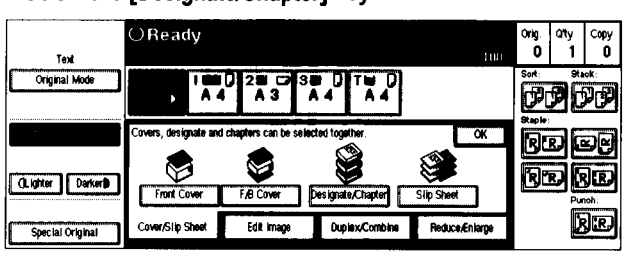
❒ Before selecting this function, touch the **[Duplex/Combine]** key and select "1 Sided" for original side, and "2 Sided" for copy side.

❒ This function can be combined with the Designate function.

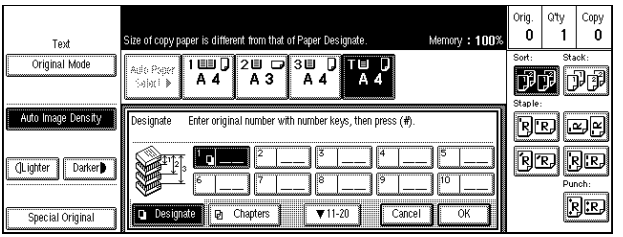
1 Touch the **[Cover/Slip Sheet] key.**



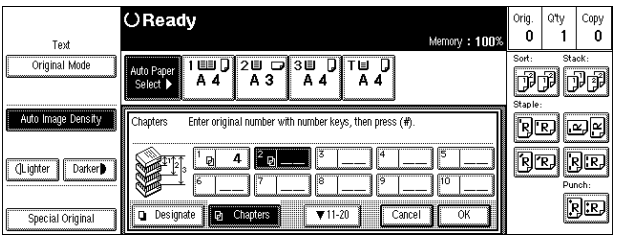
2 Touch **the [Designate/Chapter] key.**



3 **Touch the [Chapters] key.**



4 **Enter the page number of the first page of the first chapter with the 【Number】 keys. Then, press the 【#】 key.**



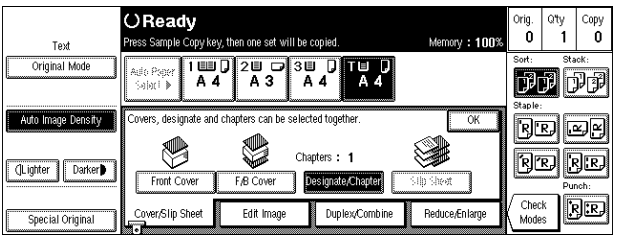
This display shows example settings.

Note

❒ To change the value entered, press the 【Clear/Stop】 key and enter the new value.

5 **To specify another page number, repeat Step 4.**

6 **When you finish specifying the page number (s), touch the [OK] key.**



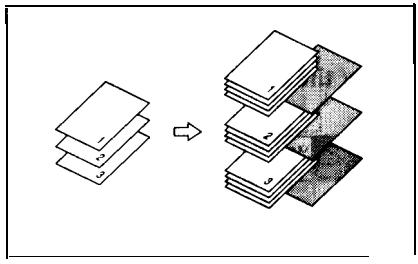
Note

❒ To change the number entered, select the desired item, then enter the new number.

7 **Set your originals, then press the 【Start】 key.**

Slip Sheet-Copying Or Inserting Slip Sheet

Every time the original's page changes, a slip sheet is inserted. This function can be used to insert a slip sheet automatically between every OHP transparencies copied or used as a stack function. You can also copy onto the inserted slip sheets.



Limitation

❒ **You** cannot use this function with Chapters and Paper Designate modes.

Note

❒ Before selecting this function, specify the paper tray for slip sheets. See "Special Paper Indication" of the "System Settings" manual.

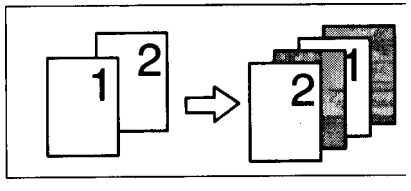
❒ Set the slip sheets in the same orientation as originals.

❒ You can specify whether to make copies onto the inserted slip sheets or not.

❒ If you do not copy onto slip sheets, they are excluded from the number of copies counted.

When using OHP transparencies set on the bypass tray

◆ Blank



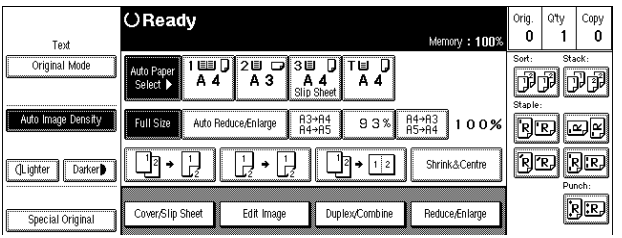
Limitation

❒ Press the 【#】 key and set the "Special Paper" setting to "OHP". See ⇒ P.62 *"When copying onto OHP transparencies or thick paper"*.

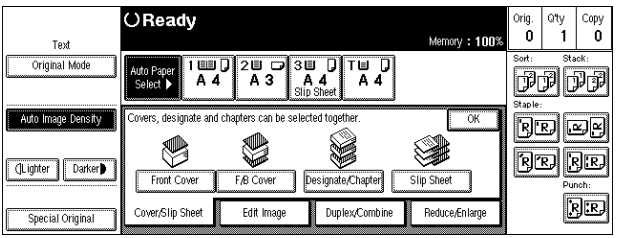
❒ When you select **[OHP]**, copy paper is delivered face-up even if you have set the "Face-Up/Down Selection in Bypass Mode" setting to "Face Down Exit." See "Face-Up/Down Selection in Bypass Mode" in ⇒ P.212 *"Count Manager"*

❒ When copying two or more originals using the bypass tray, the copies are delivered in the reversed page order.

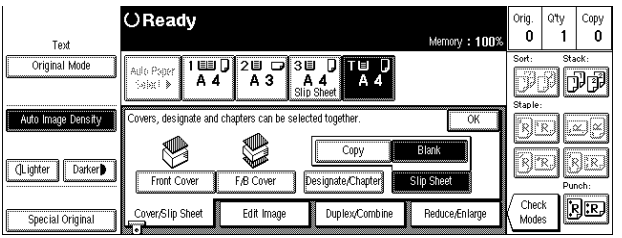
1 **Touch the [Cover/Slip Sheet] key.**



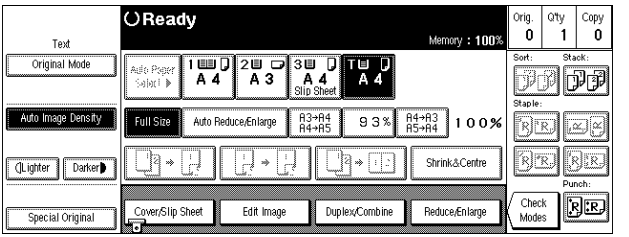
2 **Touch the [Slip Sheet] key.**



3 **Select [Copy] or [Blank], followed by the [OK] key.**



4 **Select a tray.**



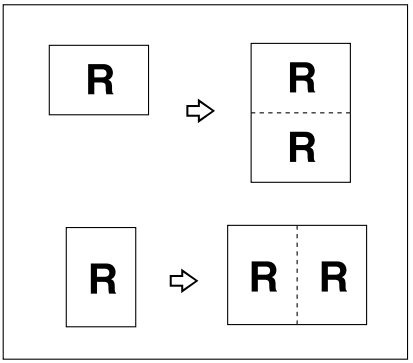
Note

❒ When using OHP transparencies, open the bypass tray.

5 **Set your originals, then press the [Start] key.**

Double Copies—Copying The Image Twice On One Page

The one original image is copied twice on one copy as shown in the illustration.



Limitation

❒ The following originals cannot be detected properly on the exposure glass. Be sure to select the copy paper manually or set the originals in the optional document feeder.

Metric version	A5, B6
Inch version	$5^1/_2" \times 8^1/_2"$

❒ You cannot use the bypass tray with this function.

Note

❒ You can insert separate lines between repeated images. See "Double Copies Separation Line" in ⇒ P.206 *"Page Format $^2/_2$"*.

❒ Refer to the following table when you select original and copy paper sizes with 100 % ratio:

❖ **Metric version**

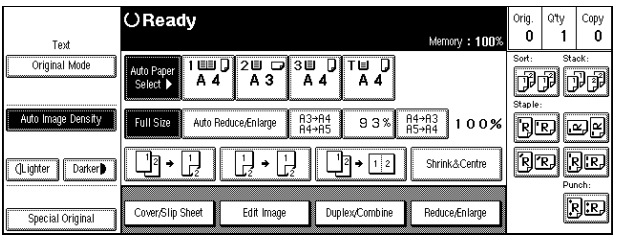
Original size and direction	Copy paper size and direction
A5	A4
B6	B5
A4	A3
A5	A4
B6	B5

❖ **Inch version**

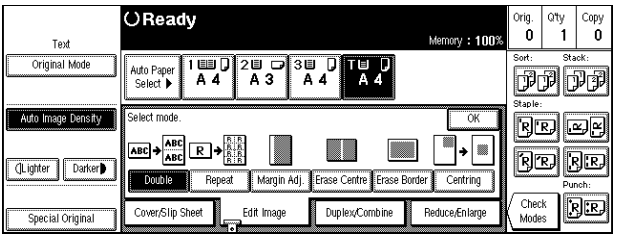
Original size and direction	Copy paper size and direction
$5^1/_2" \times 8^1/_2"$ ▭	$8^1/_2" \times 11"$ ▯
$5^1/_2" \times 8^1/_2"$ ▯	$8^1/_2" \times 11"$ ▭
$8^1/_2" \times 11"$ ▯	$11" \times 17"$ ▭

2

1 **Touch the [Edit Image] key.**



2 **Touch the [Double] key.**

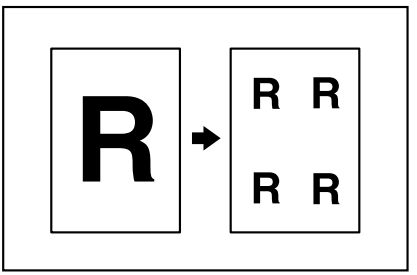


3 **Touch the [OK] key, then select the paper.**

4 **Set your originals, then press the 【Start】 key.**

Image Repeat—Repeating An Image Over The Entire Copy

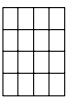
The original image is copied repeatedly.



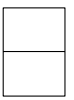
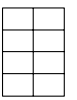
Note

❒ The number of repeated images depends on the original size, copy paper size, and reproduction ratio. Refer to the following table.

❖ **Original: A5 ▯/Copy paper: A4 ▯ or Original: A5▭/Copy paper A4▭**

4 repeats (71 %)	16 repeats (35 %)
Repeat1	 Repeat2

❖ **Original: A5 ▯/Copy paper: A4▭ or Original: A5▭/Copy paper A4 ▯**

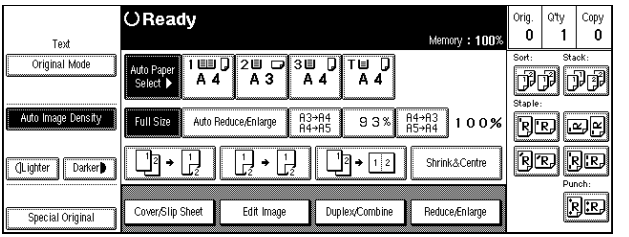
2 repeats (100 %)	8 repeats (50 %)
 Repeat3	 Repeat4

❒ Part of a repeated image might not be copied depending on copy paper size, copy paper direction or reproduction ratio.

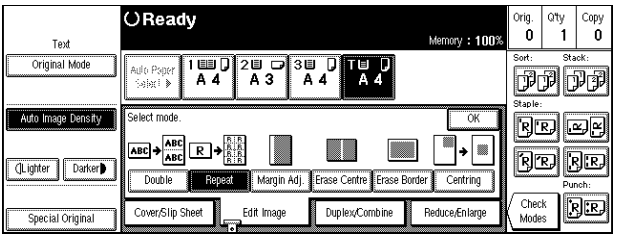
❒ You can insert separate lines between repeated images. See "Repeat Separation Line" in ⇒ P.206 *"Page Format $^{2}/_{2}$"*.

1 Select the size of the copy paper and the reproduction ratio.

2 Touch the [Edit Image] key.



3 Touch the [Repeat] key.

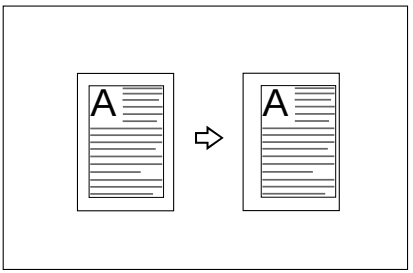


4 Touch the [OK] key.

5 Set your original, then press the 【Start】 key.

Margin Adjustment—Adjusting The Margin

You can shift the image either left or right to make a binding margin.



Limitation

❒ If you set too wide margin, areas you do not want to delete might be erased.

Note

❒ You can change the width of the binding margin as follows:

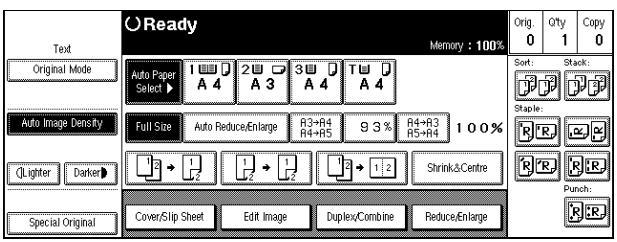
Metric version	0 – 30 mm (in 1 mm steps)
Inch version	0" – 1.0" (in 0.1" steps)

❒ The margin width default is as follows. You can change this default setting with the user tools. See "Front Margin: Left/Right" in ⇒ P.205 *"Page Format 1/2"*.

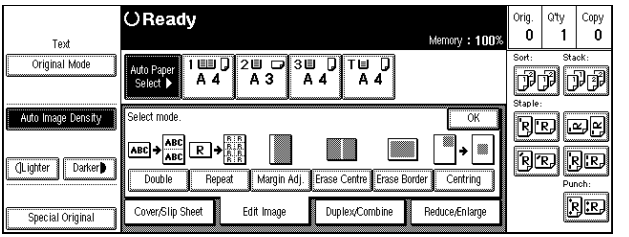
Metric version	• Front: 5 mm Left • Back: 5 mm Right
Inch version	• Front: 0.2" Left • Back: 0.2" Right

❒ When making two-sided copies from one-sided originals, you can set a binding margin for back pages. See "1 → 2 Duplex Auto Margin Adjust" in ⇒ P.205 *"Page Format 1/2"*.

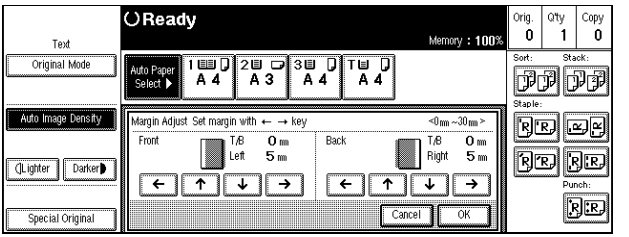
1 **Touch the [Edit Image] key.**



2 **Touch the [Margin Adj.] key.**



3 **Set a binding margin for a front page. Touch the [→] and [←] keys when setting the left and right margins, and the [↓] and [↑] keys when setting the top and bottom margins.**



Note

❒ To change the value entered, touch the **[←]**, **[→]**, **[↓]**, **[↑]** keys and enter the new value.

4 **Set a binding margin for back pages. Touch the [→] and [←] keys when setting the left and right margins, and the [↓] and [↑] keys when setting the top and bottom margins.**

Note

❒ You can specify the back margin only when the Duplex or the Two Sided copy with Combine is selected.

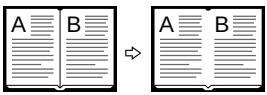
❒ If you do not need to specify the back margin, touch the **[OK]** key and go to Step 5.

5 **Set your originals, then press the 【Start】 key.**

Erase Centre/Border—Erasing The Centre And The Border

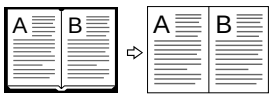
This function erases the centre and/or all four sides of the original image, such as book originals.

❖ **Erase Centre**



CenterEE

❖ **Erase Border**



BorderEE

There are two types in this function:

❖ **Centre**
This mode erases the centre margin of the original image.

❖ **Border**
This mode erases the surrounding area of the original image.

Note

❒ You can change the width of the erased margin as follows:

Metric version	3 – 50 mm (in 1 mm steps)
Inch version	0.1" – 2.0" (in 0.1" steps)

❒ The default setting of the erased margin is as follows. You can change this settings with the user tools. See "Erase Border" in ⇒ P.205 *"Page Format $^{1}/_{2}$"* and "Erase Centre" in ⇒ P.206 *"Page Format $^{2}/_{2}$"*.

Metric version	10 mm
Inch version	0.4"

❒ The width of the erased margin varies depending on the reproduction ratio.

❒ If the size of the original is different from sizes listed in the following chart, the erased margin might be shifted.

❖ **Metric version**

Where original is set	Paper size and orientation
Exposure glass	A3□, B4□, A4□□, B5□□, $8^1/_2$" × 13" □ *1
Document feeder	A3□, B4□, A4□□,B5□□,A5□□, B6□□, 11" × 17"□, 11" × 15"□, $8^2/_1$" × 11"□□, $8^1/_2$" × 13" □ *1

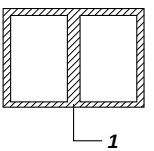
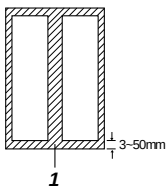
*1 You can select from $8^1/_2$" × 13", $8^1/_4$" × 13" and 8" × 13" using the user tool (system settings). See "<F/F4> Size Setting" of the "System Settings" manual.

❖ **Inch version**

Where original is set	Paper size and orientation
Exposure glass	11" × 17"□, $8^1/_2$" × 14"□, $8^1/_2$" × 11"□□
Document feeder	A4□□, 11" × 17"□, 11" × 15"□, $8^1/_2$" × 14"□, $8^1/_2$" × 11"□□, $5^1/_2$" × $8^1/_2$"□□, $8^1/_2$" × 13" □ *1

*1 You can select from $8^1/_2$" × 13", $8^1/_4$" × 13" and 8" × 13" using the user tool (system settings). See "<F/F4> Size Setting" of the "System Settings" manual.

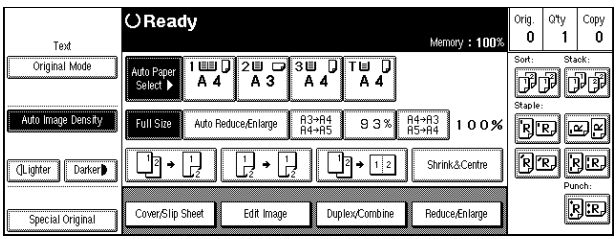
❒ The position of the margin to be erased is determined according to the original size and reproduction ratio.

□ copy paper	□ copy paper
	

1: Erased part

❒ You can use the Erase Centre and Erase Border functions together.

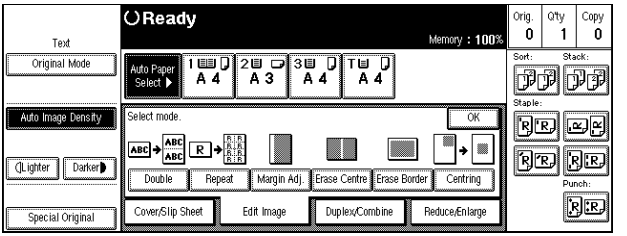
1 **Touch the [Edit Image] key.**



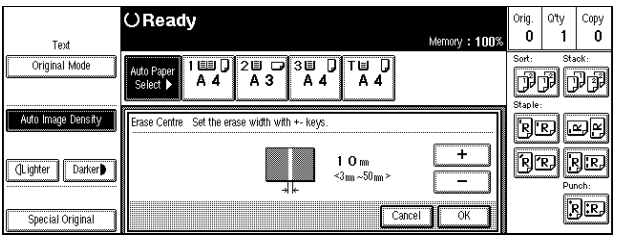
2 **Select the part to be erased.**

Erase Centre

❶ **Touch the [Erase Centre] key.**



❷ **Set the centre width with the [+] [−] keys. Then touch the [OK] key.**

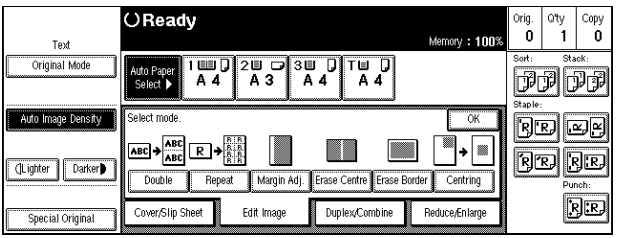


Note

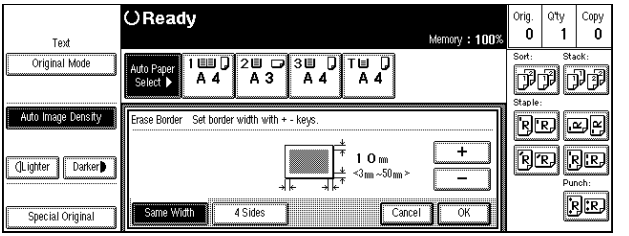
❒ To change the value entered, press the **[+] [−]** keys and set the new value.

Erase Border (Setting with the same width)

❶ **Touch the [Erase Border] key.**



❷ **Touch the [Same Width] key.**



❸ **Set an erase border width with the [+] and [−] keys, followed by the [OK] key.**

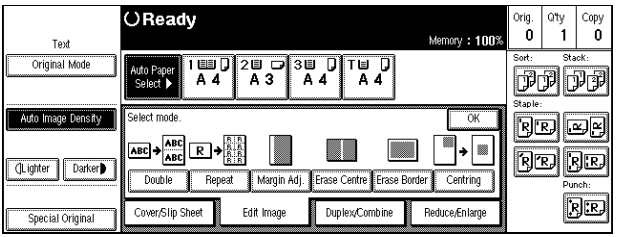
Note

❒ To change the erase border width entered, press the **[+]** and **[−]** keys and enter the correct erase border width.

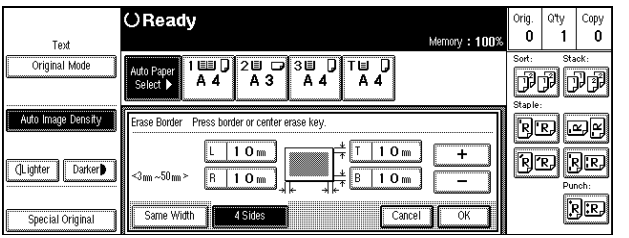
❒ If you have incorrectly set the width, correct it by touching the **[+]** and **[−]** keys.

Erase Border (Separately setting the top and bottom and left and right borders)

❶ **Touch the [Erase Border] key.**



❷ **Touch the [4 Sides] key.**



❸ **Touch the key for the border you wish to change and set an erase width with the [+] and [−] keys.**

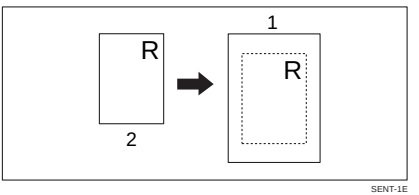
To change the erase border width entered, touch the **[+]** and **[−]** keys and enter the correct erase border width.

❹ **Press the [OK] key.**

3 **Set your originals, then press the 【Start】 key.**

Centring

You can make copies by moving the image to the centre of the copy paper.



1. **"Centre"**

2. **Full**

Limitation

- ❒ You cannot use the bypass tray with this function.
- ❒ If the direction of originals is different from that of the copy paper, the machine will not rotate the image by 90°(rotate-copy).
- ❒ If the original size cannot be measured, the centring function will not work.

Note

- ❒ The original sizes and directions for centring are listed below.

❖ **Metric version**

Original placed on:	Paper size and direction
Exposure glass	A3⧉, B4⧉, A4▯⧉, B5▯⧉, $8^1/_2$" × 13" ⧉ *1
Document feeder	A3⧉, B4⧉, A4▯⧉, B5▯⧉, A5▯⧉, B6▯⧉, 11" × 17"⧉, 11" × 15"⧉, $8^1/_2$" × 11"▯⧉, $8^1/_2$" × 13" ⧉ *1

*1 You can select from $8^1/_2$" × 13", $8^1/_4$" × 13" and 8" × 13" using the user tool (system settings). See "<F/F4> Size Setting" of the "System Settings" manual.

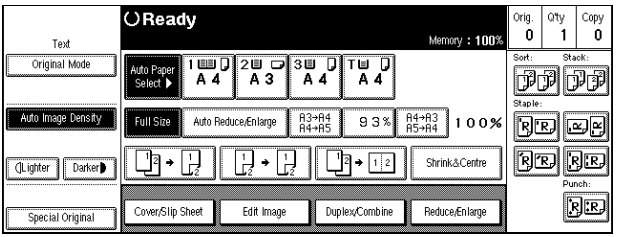
❖ **Inch version**

Original placed on:	Paper size and direction
Exposure glass	11" × 17"⧉, $8^1/_2$" × 14"⧉, $8^1/_2$" × 11"▯⧉
Document feeder	A4▯⧉, 11" × 17"⧉, 11" × 15"⧉, $8^1/_2$" × 14"⧉, $8^1/_2$" × 11"▯⧉, $5^1/_2$" × $8^1/_2$"▯⧉, $8^1/_2$" × 13" ⧉ *1

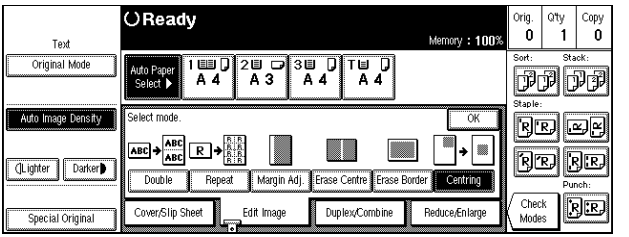
*1 You can select from $8^1/_2$" × 13", $8^1/_4$" × 13" and 8" × 13" using the user tool (system settings). See "<F/F4> Size Setting" of the "System Settings" manual.

1 **Select paper.**

2 **Touch the [Edit Image] key.**



3 **Touch the [Centring] key.**



4 **Touch the [OK] key.**

5 **Set your originals, then press the 【Start】 key.**

Combination Chart

The combination chart given below shows which modes can be used together. When you read the chart, please refer to the following table.

☆	means that these modes can be used together.
→	means that these modes cannot be used together. The mode after you select will be the mode you're working in.
×	means that these modes cannot be used together. The mode before you select will be the mode you're working in.

The following shows the combinations of functions.

		Mode after you Select																																				
																					Book							Cover/Slip Sheet		Edit Image					
		Batch (SADF)	Mixed Sizes	Selecting Copy Paper	Auto Paper Select	Auto Reduce/Enlarge	Sort	Rotate Sort	Stack	Staple	Punch	Copying From The Bypass Tray	Preset Reduce/Enlarge	Shrink&Centre	Zoom	Size Magnification	Duplex	Combine	Book→1 Sided	2 Sided→1 Sided	1 Sided→2 Sided	2 Sided→2 Sided	Booklet	Magazine	Cover/Designate/Chapters	Slip Sheet	Double	Repeat	Margin Adjust	Erase Centre/Border	Centring
Mode before you select	Batch (SADF)	--	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
	Mixed Sizes	❍	--	❍	❍	❍	❍	×	❍	×	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	×	❍	❍	❍	×	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
	Selecting Copy Paper	❍	❍	--	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
	Auto Paper Select	❍	❍	❍	--	→	❍	❍	❍	❍	❍	→	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	→	❍	→	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
	Auto Reduce/Enlarge	❍	❍	❍	→	--	❍	❍	❍	❍	❍	×	→	❍	→	→	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	→	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
Mode before you select	Sort	❍	❍	❍	❍	❍	--	→	→	❍	❍	×	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	×	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
	Rotate Sort	❍	×	❍	❍	❍	→	--	×	×	×	×	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	×	×	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
	Stack	❍	❍	❍	❍	❍	→	×	--	→	❍	×	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
	Staple	❍	×	❍	❍	❍	❍	×	→	--	❍	×	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	×	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
	Punch	❍	❍	❍	❍	❍	❍	×	❍	❍	--	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
Mode before you select	Copying From The Bypass Tray	❍	❍	❍	→	×	×	×	×	×	❍	--	❍	×	❍	❍	×	×	❍	❍	×	×	×	×	❍	×	❍	×	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	×
	Preset Reduce/Enlarge	❍	❍	❍	❍	→	❍	❍	❍	❍	❍	❍	--	❍	→	→	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
	Shrink&Centre	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	×	❍	--	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
	Zoom	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	→	❍	--	→	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
	Size Magnification	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	→	❍	→	--	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
	Duplex	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	×	❍	❍	❍	❍	--	→	→	→	→	→	→	→	❍	×	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍
	Combine	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍	×	❍	❍	❍	❍	→	--	→	→	→	→	→	→	×	×	×	×	❍	❍	❍	❍	❍	❍	❍	❍	❍	❍

| Mode before you select | | | Mode after you Select | | |

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3. WHAT TO DO IF SOMETHING GOES WRONG

If Your Machine Does Not Operate As You Want

Message

Machine's Condition	Problem/Cause	Action
The machine instructs you to wait.	The machine is warming up.	Wait for the machine to warm-up. **Reference** You can use Auto Start mode during warm-up period. See ⇒ P.69 *"Auto Start—Entering Copy Job Settings During The Warm-up Period"*
	Copy paper is moving in the tray 1 (Tandem Tray).	Wait for the machine.
The machine cannot detect the original size.	Improper original is set. See ⇒ P.19 *"Sizes Difficult To Detect"*.	Set non-standard size original on the exposure glass.
		Input the both horizontal and vertical sizes of the non-standard original. See ⇒ P.29 *"Setting Originals On The Exposure Glass"*.
		Select paper manually, not in Auto Paper Select mode.
		Do not use Auto Reduce/ Enlarge mode.
	Original is not set.	Set your originals.
The machine instructs you to check the original direction.	There is no copy paper that is the same direction as the originals.	Set the original in the same direction as the copy paper.
The machine instructs you to check paper size.	Improper original size is set.	Select the proper paper size.
The machine cannot perform rotate-sorting for this paper size.	The size of paper for which no rotate-sorting is available is selected.	Select the proper paper size. ⇒ P.47 *"Sort—Sorting Into Sets (123, 123, 123)"*.

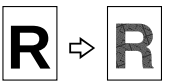
Machine's Condition	Problem/Cause	Action
Staple mode has been reset.	The paper size was changed during stapling.	You can only staple paper of the same size. Select the paper of the same size.
The number of sheets that can be stapled has been exceeded.	--	Check the stapler capacity. See ⇒ P.51 *"Staple"*.
The machine cannot staple this size paper.	--	Select the proper paper size that can be used in Staple mode. See ⇒ P.51 *"Staple"*
This paper is not available in Duplex mode.	A paper size not available in Duplex mode has been selected.	Select a paper size that can be used in Duplex mode. See ⇒ P.88 *"Duplex—Making Two-Sided Copies"*
You cannot enter the desired copy set number.	The number of copies exceeds the maximum copy quantity.	You can change the maximum copy quantity that you can make at a time. See " Maximum copy quantity" in ⇒ P.201 *"General Features 2/3"*

Display

Problem	Cause	Action
The panel display is off.	The screen contrast knob is turned to the dark position.	Set the screen contrast knob to the light position for proper viewing of the panel display.
	The machine is in Energy Saver mode.	Press the **【Clear Modes/Energy Saver】** key to cancel Energy Saver mode.
	The operation switch is turned off.	Turn on the operation switch.
Nothing happens when the operation switch is turned on.	The main power switch is turned off.	Turn on the main power switch. See ⇒ P.4 *"Guide To Components"*

If You Cannot Make Clear Copies

Problem	Cause	Action
Copies appear dirty.	The image density is too dark.	Adjust the image density. ⇒ P.36 *"Adjusting Copy Image Density"*.
	Auto Image Density is not selected.	Select Auto Image Density.
The reverse side of an original image is copied.	The image density is too dark.	Adjust the image density. ⇒ P.36 *"Adjusting Copy Image Density"*.
	Auto Image Density is not selected.	Select Auto Image Density.
A shadow appears on copies if you use the pasted originals.	The image density is too dark.	Adjust the image density. ⇒ P.36 *"Adjusting Copy Image Density"*.
		Change the direction of the original.
		Put mending tape on the pasted part.
The same copy area is dirty whenever making copies.	The exposure glass or document feeder belt is dirty.	Clean them. ⇒ P.219 *"Maintaining Your Machine"*.
Copies are too light.	The image density is too light.	Adjust the image density. ⇒ P.36 *"Adjusting Copy Image Density"*.
	Damp or rough grain paper is used.	Use dry paper without rough grain.
	Toner cartridge is almost empty.	Add toner. ⇒ P.172 *"D Adding Toner"*.
Parts of the image are not copied.	The original is not set correctly.	Set originals correctly. ⇒ P.29 *"Setting Originals"*.
	An improper paper size is selected.	Select the proper paper size.
Copies are blank.	The original is not set correctly.	Set originals correctly. ⇒ P.29 *"Setting Originals"*.

Problem	Cause	Action
A moire pattern is produced on copies. 	Your original has dot pattern image or many lines.	Place the original on the exposure glass at a slight angle.

If You Cannot Make Copies As You Want

Problem	Cause	Action
Copies are not stapled.	There are jammed staples in the stapler.	Remove jammed staples. See ⇒ P.188 *"e Removing Jammed Staples"*. **Note** ❒ After removing jammed staples, staples might not be ejected the first few times you try to use the stapler.
	The number of copies exceeds the capacity of the stapler.	Check the stapler capacity. See ⇒ P.51 *"Staple"*.
Staples are wrongly positioned.	Originals are not set correctly.	Set originals correctly. See ⇒ P.51 *"Staple"*.
Misfeeds occur frequently.	Copy paper size setting is not correct.	Set the proper paper size. See ⇒ P.182 *"Changing The Paper Size"*.
You cannot combine several functions.	Selected functions cannot be used together.	Refer to the combination chart. See ⇒ P.156 *"Combination Chart"*.
When sorting, the pages are divided into two blocks.	The memory became full in the middle of sorting and the pages were ejected in two blocks.	You can interrupt the copying when the memory becomes full. See "Memory Full Auto Scan Restart" in ⇒ P.210 *"Input Output"*.

Adjust Image

Problem	Cause	Action
In Double Copies mode, parts of the original image are not copied.	Combination of original and copy paper is not correct.	Select the proper original and copy paper. See ⇒ P.143 *"Double Copies—Copying The Image Twice On One Page"*

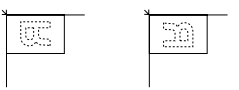
Problem	Cause	Action
In Centre/Border mode, parts of the original image are not copied.	You set the wide erased margin.	Set the narrow margin with the user tools. See "Erase Border" in ⇒ P.205 *"Page Format 1/2"* and "Erase Centre" in ⇒ P.206 *"Page Format 2/2"*.
	Your original has narrow margins on four sides.	
In Margin Adjustment mode, parts of the original image are not copied.	You set the wide erased margin.	Set the narrow margin with the user tools. See "Front Margin: Left/Right" and "Back Margin: Left/Right" in ⇒ P.205 *"Page Format 1/2"*.
In Image Repeat mode, the original image is not copied repeatedly.	You selected the same size copy paper as originals, and did not select the proper reproduction ratio.	Select copy paper larger than the originals.
		Select the proper reproduction ratio.

Combine

Problem	Cause	Action
You cannot make a book from a booklet or magazine by folding copies.	Combine Original Booklet Format or Combine Original Magazine Format is not correct.	Change the setting.⇒ P.95 *"Combine—Combining Originals Into One Copy"*
Parts of the image are not copied.	You specified an improper reproduction ratio that does not meet the sizes of your originals and copy paper.	When you specify a reproduction ratio using Manual Paper Select mode, make sure the ratio matches your originals and the copy paper. **Note** ❒ Select the correct reproduction ratio before using Combine mode.
	Your originals are not identical in size and direction.	Use originals that are identical in size and direction.

Problem	Cause	Action
Order of copies is not correct.	You set originals in the incorrect order.	When setting a stack of original in the document feeder, the last page should be on the bottom.
		If you set an original on the exposure glass, start with the first page to be copied.

Duplex

Problem	Cause	Action
Order of copies is not correct.	You set originals in the incorrect order.	When setting a stack of originals in the document feeder, the last page should be on the bottom.
		If you set an original on the exposure glass, start with the first page to be copied.
Orientation of copies (Top to Top, or Top to Bottom) is not correct.	You set originals in an incorrect direction or the orientation setting is incorrect.	Select the correct orientation, or set originals correctly. ⇒ P.88 *"Duplex—Making Two-Sided Copies"* **Note** ❒ If you set A3, 11" × 17" or B4, $8^1/_2$" × 14" originals as shown below, select **[Top to Bottom]** to make copies in "Top to Top" orientation. Or select **[Top to Top]** to make copies in "Top to Bottom" orientation.  CP270-A

Loading Paper

Note

❒ If you want to change the paper size of the tray 2 (550-sheet tray), see ⇒ P.95 *"Combine—Combining Originals Into One Copy"* and ⇒ P.182 *"Changing The Paper Size"*.

Reference

Regarding paper types and size, see ⇒ P.95 *"Combine—Combining Originals Into One Copy"* and ⇒ P.21 *"Copy Paper"*.

Tray 1 (Tandem Tray)

Important

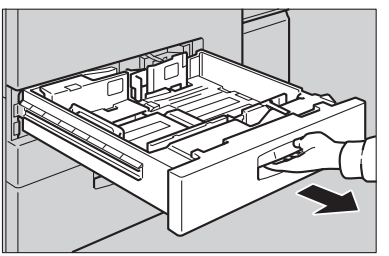
❒ When the paper on the right side in tray 1 runs out, the paper on the left side will automatically move to the right side. While the paper on the left side is moving, the machine instructs you to wait. At this time, do not pull out the tray.

Note

❒ You can supply paper even while you are making copies using the paper in tray 1. During copying, you can pull out the left half of the tray.

❒ Prepare paper of the same size as that loaded in the right of the tray. Load it in the left side in the same direction.

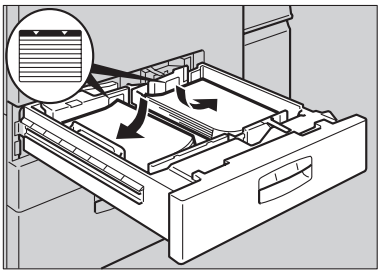
1 Pull out the paper tray until it stops.



TSPH080E

2 Square the paper and set it in the tray.

❖ **When the whole tray is pulled out:**

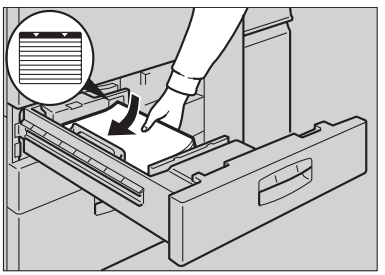


TSPH090E

Important

❒ Push the right paper to the right side, and the left paper to the left side.

❖ **When the left half of the tray is pulled out:**



TSPH100E

Important

❒ Do not stack paper over the limit mark.

❒ Make sure that the paper stack is flush with the left side fence.

Note

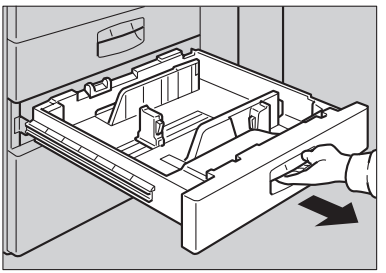
❒ Shuffle the paper before placing it in the tray.

❒ Correct the paper, if curled or warped, before placing it in the tray.

3 **Push the paper tray in until it stops.**

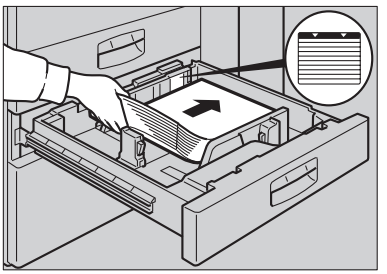
Tray 2 (550-sheet Tray)

1 **Pull out the paper tray until it stops.**



TSPH111E

2 **Square the paper and set it in the tray.**



TSPH130E

Important

❒ Do not stack paper over the limit mark.

❒ Make sure that the paper stack is flush with the right side fence.

Note

❒ Shuffle the paper before placing it in the tray.

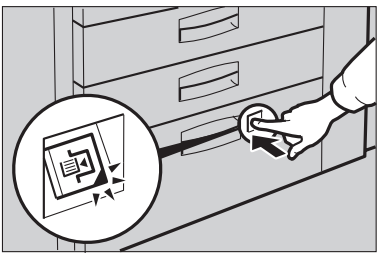
❒ Correct the paper, if curled or warped, before placing it in the tray.

3 **Push the paper tray in until it stops.**

Tray 3 (1500-sheet large capacity tray)

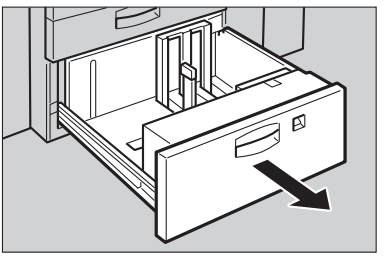
1 If the [Down] key is not lit, press it to lower the bottom plate.

The key will blink while the bottom plate is moving down.



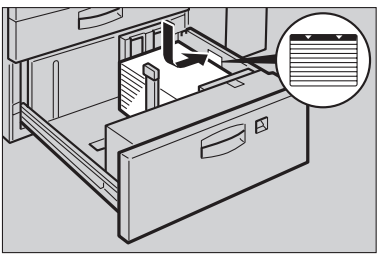
TSPH320E

2 After the [Down] key stops blinking and lights, pull the tray all the way out.



TSPH330E

3 Load paper into the tray.



TSPH340E

Important

- ❒ Do not stack paper over the limit mark.
- ❒ Do not place papers or objects in the vacant place on the left side of the paper tray.

Note

❒ Load paper with the copy side down.

❒ The paper stack must be flush with the right side fence.

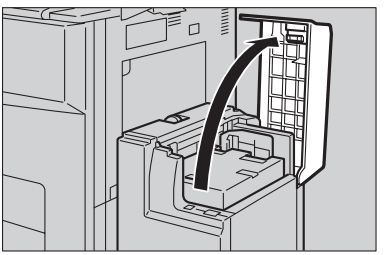
4 **Push the tray in gently until it stops.**

Note

❒ Make sure that the 【Down】 key goes off and the 【Start】 key turns green.

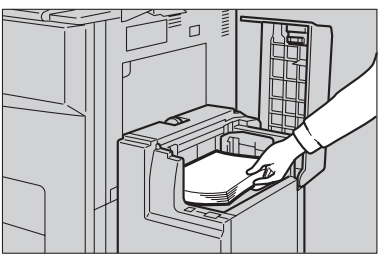
Optional 3500-sheet Large Capacity Tray

1 **Open the top cover.**



SP5LCT1E

2 **Place the paper in the tray along the edge on the left.**



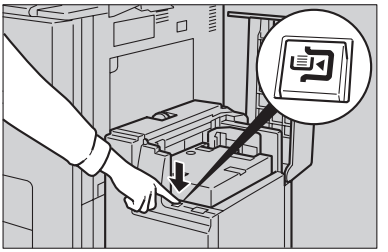
SP5LCT3E

Note

❒ Load up to about 500 sheets of paper in the tray.

3 **Press the 【Down】 key.**

The key blinks while the bottom plate is moving down.



4 **Load paper by repeating steps 2 and 3.**

Note

❒ The tray can hold up to 3,500 sheets.

5 **Close the top cover.**

Adding Toner

When is displayed, it is time to supply toner.

⚠ ***WARNING:***

- ***Do not incinerate used toner or toner containers. Toner dust might ignite when exposed to an open flame. Dispose of the used toner containers according to local regulations for plastics.***

⚠ ***CAUTION:***

- *Do not eat or swallow toner.*
- *Keep toner (used or unused) and toner containers out of reach of children.*

⚠ ***CAUTION:***

- *This machine has been tested for safety using this supplier's parts and consumables. We recommend you only use these specified supplies.*

Important

❒ If you use toner other than that recommended, a fault might occur.

❒ When adding toner, do not turn off the operation switch. If you do, your settings are cleared.

❒ Always add toner after the machine instructs you to add toner.

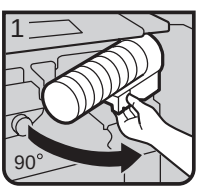
❒ Do not use used toner. This will damage the machine.

Note

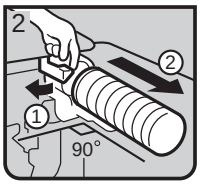
❒ You can still make about 1,000 copies after the appears, but replace the toner early to prevent poor copy quality.

Reference

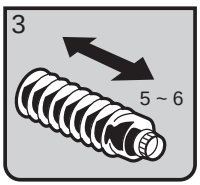
Regarding toner storage, see ⇒ P.25 *"Toner Storage"*.



- 1: Open the front cover of the machine.
- 2: Pull out the lever under the toner bottle toward you 90°.



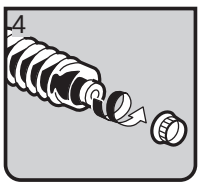
- 3: Pull the green lever, and gently pull out the toner bottle.



- 4: Hold a new bottle horizontally and shake it 5 or 6 times.

Note

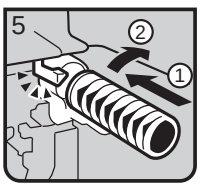
❒ Do not remove the cap when shaking.



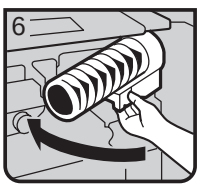
- 5: Remove the outer cap.

Note

❒ Do not remove the inner cap.

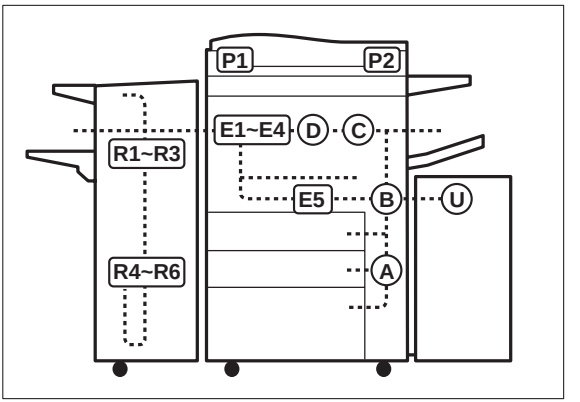


- 6: Place the toner bottle in position, turn it clockwise, then return the green lever.



- 7: Return the lever under the toner bottle to its original position.
- 8: Close the front cover of the machine.

Clearing Misfeeds



TSPY270E

⚠ ***CAUTION:***

- *When removing misfed paper, do not touch the fusing section because it could be very hot.*

Important

❒ When clearing misfeeds, do not turn off the operation switch. If you do, your copy settings are cleared.

❒ To prevent misfeeds, do not leave any torn scraps of paper within the machine.

❒ If paper misfeeds occur repeatedly, contact your service representative.

Note

❒ More than one misfed areas may be indicated. In this case, check every applicable area. Refer to the following charts: A, B, C, D, E1–E5, P1, P2, U, R (R1 – R6)

❒ You can find a sticker explaining how to remove misfed paper inside of the front cove or inside of the finisher.

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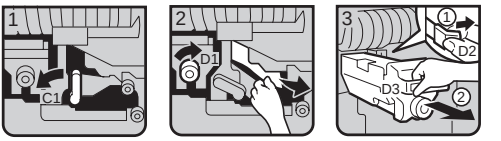
When D is lit

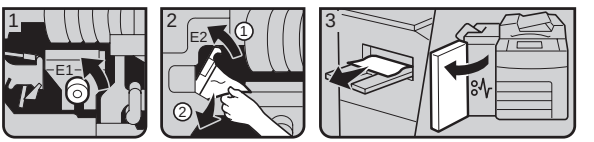


① Open the front cover.
② Push lever C1 to the left.

③ Turn knob D1 clockwise and remove misfed paper.

④ While pushing lever D2, hold knob D3 and pull out the fuser unit.

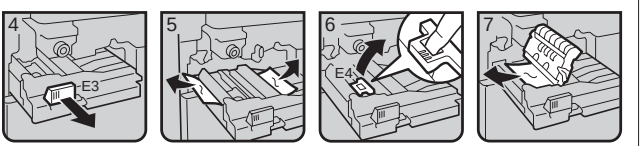
When E_1 - E_4 are lit



① Open the front cover.
② Turn knob E1 counterclockwise a few times.

③ Hold up handle E2 and remove misfed paper.

④ Remove misfed tray from the output tray side. (When the finisher is installed, open the front cover and remove misfed paper.)



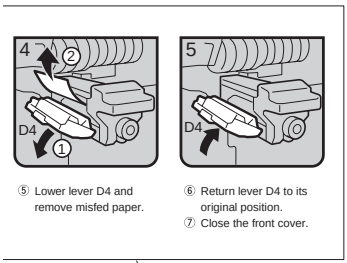
⑤ Pull handle E3 and fully pull out the duplex unit.

⑥ Remove paper if seen.

⑦ Hold up lever E4.

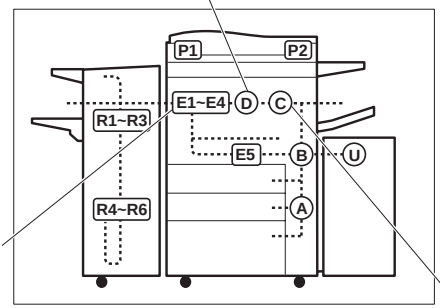
⑧ Remove misfed paper.
⑨ Close the front cover.

TSPY281E

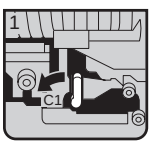


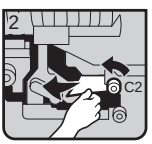
⑤ Lower lever D4 and remove misfed paper.

⑥ Return lever D4 to its original position.
⑦ Close the front cover.



When C is lit



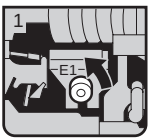


① Open the front cover.
② Push lever C1 to the eleft.

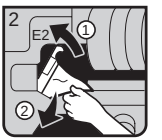
③ Turn knob C2 counterclockwise and remove misfed paper.
④ Close the front cover.

TSPY282E

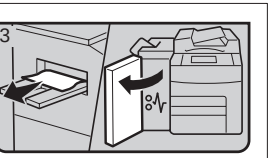
Whe E is lit



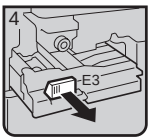
① Open the front cover.
② Turn knob E1 counterclockwise a few times.



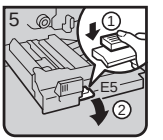
③ Hold up lever E2 and remove misfed paper.



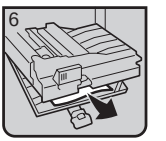
④ Remove misfed tray from the output tray side. (When the finisher is installed, open the front cover and remove misfed paper.)



⑤ Pull handle E3 and fully pull out the duplex unit.

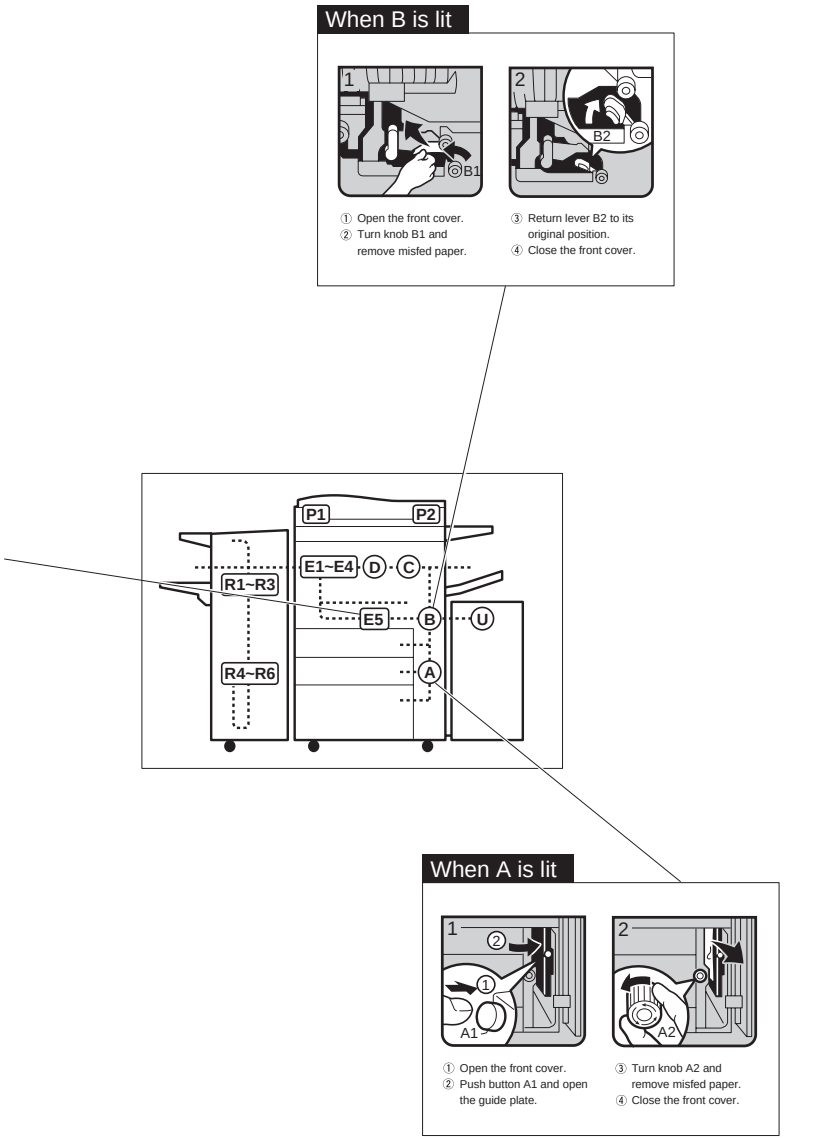


⑥ Hold down handle E5.



⑦ Remove misfed paper.
⑧ Return handle E5 to its original position.
⑨ Close the front cover.

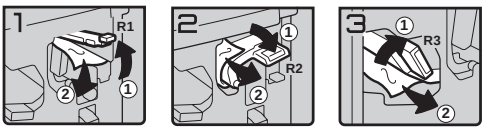
TSPY291E


When B is lit
1
B1
2
B2
① Open the front cover.
② Turn knob B1 and remove misfed paper.
③ Return lever B2 to its original position.
④ Close the front cover.
P1
P2
E1~E4
D
C
R1~R3
E5
B
U
R4~R6
A
When A is lit
1
2
1
A1
2
A2
① Open the front cover.
② Push button A1 and open the guide plate.
③ Turn knob A2 and remove misfed paper.
④ Close the front cover.

TSPY292E

When R is lit

When R1,R2 or R3 is lit

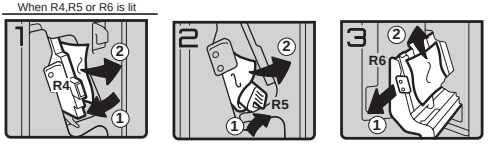


① Open the front cover of the machine.
② Hold up handle R1 and remove misfed paper.

③ If you cannot remove misfed paper, hold down handle R2 and remove misfed paper.

④ Hold up handle R3 and remove misfed paper.
⑤ Close the front cover of the machine.

When R4,R5 or R6 is lit



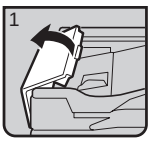
① Open the front cover of the machine.
② Hold down handle R4 and remove misfed paper.

③ If you cannot remove misfed paper, hold up handle R5 and remove misfed paper.

④ Pull handle R6 and pull out the staple unit, then remove misfed paper.
⑤ Close the front cover of the machine.

TSPY301E

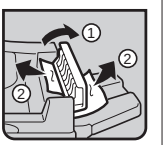
When P_1 is lit



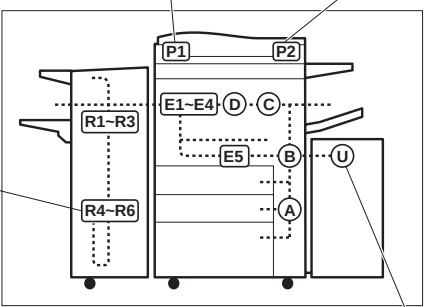
① Open the cover of the auto document feeder (ADF).

② Remove misfed originals.
③ Colse the cover of the auto documento feeder (ADF).

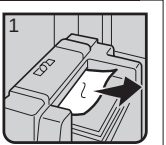
When P_2 is lit



① Open the cover of the auto document feeder (ADF) and rimove misfed originals.
② Colse the cover of the auto documento feeder (ADF).



When U is lit



① Open the top cover and remove misfed paper.
② Close the top cover.

TSPY302E

Changing The Paper Size

Important

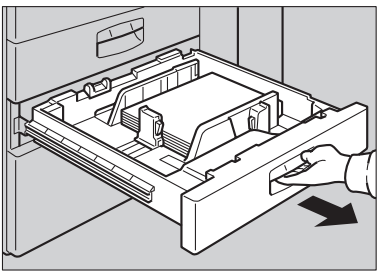
❒ Make sure to select paper size with the user tools. Otherwise, misfeeds might occur.

Reference

For paper sizes, weight, and capacity that can be set in each tray, see ⇒ P.21 *"Copy Paper"*.

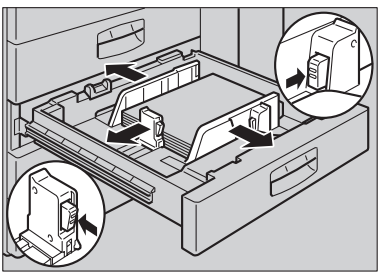
Tray 2 (550-sheet tray)

1 Make sure that the paper tray is not being used. Then fully pull out the tray.



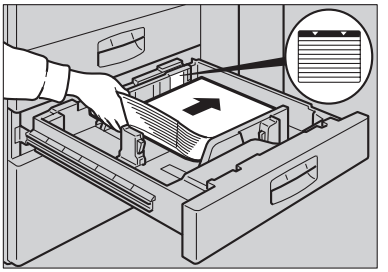
TSPH110E

2 While pushing the release lever, adjust the side fences and back fence to the new paper size.



TSPH120E

3 **Square the paper and set it in the tray.**



TSPH130E

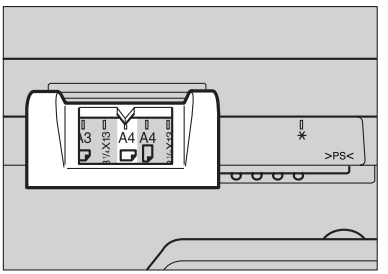
Important

- ❒ Do not set the paper exceeding the paper capacity.
- ❒ Make sure that the paper stack is flush with the right side fence.

Note

- ❒ Shuffle the paper before placing it in the tray.
- ❒ Correct the paper, if curled or warped, before placing it in the tray.

4 **Set the paper size selector at the innermost part of the tray to the new paper size.**



TSPH140E

To adjust the paper size to one not available with the paper size selector

❶ **Set the paper size selector knob to the ✱ mark on the right.**

❷ **Press the【User Tools/Counter】key.**

❸ **Touch the [System Settings]key.**

❹ **Touch the [Paper Size Setting] key.**

❺ **Touch the [Tray 2:Paper Size Setting] key.**

❻ **Select your desired size. Then, touch the [OK] key.**

❼ **Touch the [Exit] key or press the 【User Tools/Counter】 key to exit the user tools.**

Reference

For details, see "User Tools (System Settings)" of the "System Settings" manual.

5 **Push the paper tray until it stops.**

6 **Check the paper size displayed on the panel display.**

Changing the paper sizes of tray 1 (tandem tray), tray 3 (1500-sheet large capacity tray)

Note

❒ The fences of tray 1 (tandem tray) and tray 3 (1500-sheet large capacity tray) are fixed on the default A4, $8^1/_2$" × 11" settings. To change the paper size for these of any trays, contact your service representative.

Changing the paper sizes of the optional 3500-sheet large capacity tray

Note

❒ The fence of the optional 3500-sheet large capacity tray is fixed on the default A4, $8^1/_2$" × 11" settings. To change the paper size of this tray, contact your service representative.

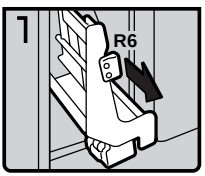
Adding Staples

⚠ ***CAUTION:***

- *This machine has been tested for safety using this supplier's parts and consumables. We recommend you only use these specified supplies.*

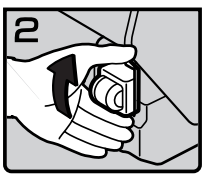
Important

❒ If you use a staple cartridge other than that recommended, staple failure or staple jams might occur.



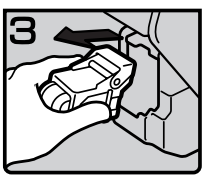
fin301EE

- 1: Open the front cover of the finisher.
- 2: Pull out the staple unit.



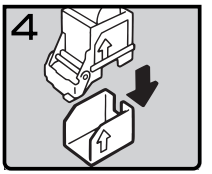
fin302EE

- 3: Lift the cartridge until it clicks.



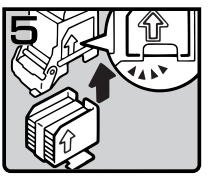
fin303EE

- 4: Pull out the cartridge gently.



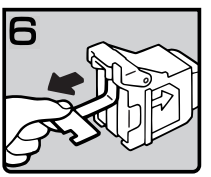
fin304EE

- 5: Take out the empty refill in the direction of the arrow.



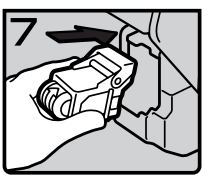
fin305EE

- 6: Align the arrows on the new refill and the cartridge, then push in the refill until it clicks.



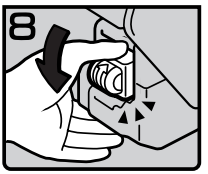
fin306EE

- 7: Pull out the ribbon.



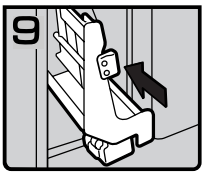
fin307EE

- 8: Reinstall the cartridge.



fin308EE

- 9: Press down the cartridge until it clicks.



fin309EE

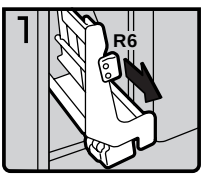
- 10: Bring the staple unit back into place.
- 11: Close the front cover of the finisher.

Removing Jammed Staples

Note

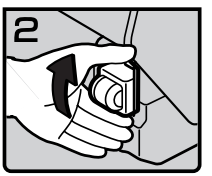
❒ Staples might be jammed because of curled copies. In this case, try turning the copy paper over in the tray. If there is no improvement, change the copy paper with less curls.

❒ After removing jammed staples, staples might not be ejected the first few times you try to use the stapler.



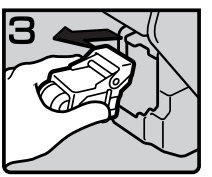
fin310EE

- 1: Open the front cover of the finisher.
- 2: Pull out the staple unit.



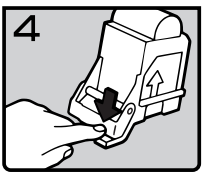
fin311EE

- 3: Lift the cartridge until it clicks.



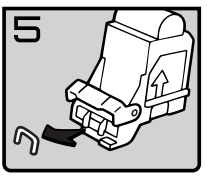
fin312EE

- 4: Pull out the cartridge gently.



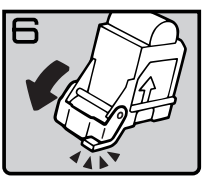
fin313EE

- 5: Open the face plate by pressing the lock on the right.



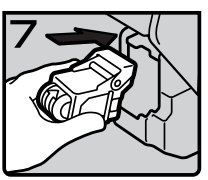
fin314EE

- 6: Remove the jammed staples.



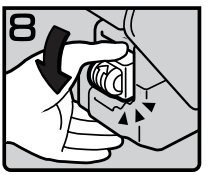
fin315EE

- 7: Close the face plate by pressing it until it clicks.



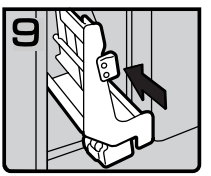
fin316EE

- 8: Reinstall the cartridge.



fin317EE

- 9: Press down the cartridge until it clicks.



fin318EE

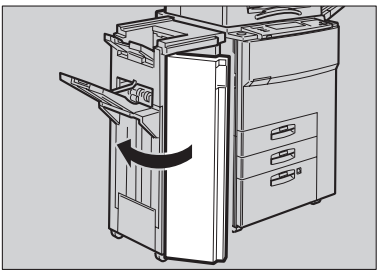
- 10: Bring the staple unit back into place.
- 11: Close the front cover of the finisher.

Removing Punch Waste

Note

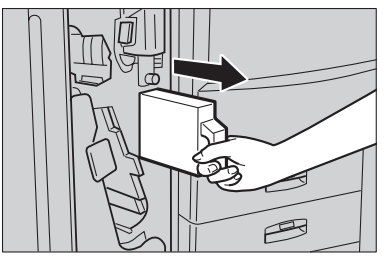
❒ While the indicator is lit, you cannot use the punch function.

1 **Open the front cover of the finisher.**



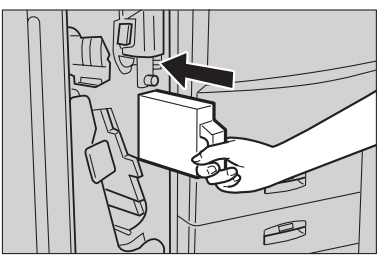
TSPH170E

2 **Pull out the punch waste box and remove punch waste.**



TSPH180E

3 **Reinstall the punch waste box.**



TSPH190E

4 **Close the front cover of the finisher.**

The indicator goes off.

Note

❒ If the indicator is still lit, reinstall the punch waste box.

4. USER TOOLS (COPY FEATURES)

Accessing The User Tools (Copy Features)

This section is for the key operators in charge of this machine. You can change or set the machine's default settings.

Preparation

After using the user tools, be sure to exit from user tools.

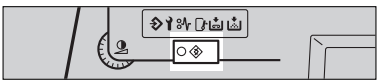
The selected key is highlighted.

Any changes you make with the user tools remain in effect even if the main power switch or operation switch is turned off, or the 【Clear Modes/Energy Saver】 key is pressed.

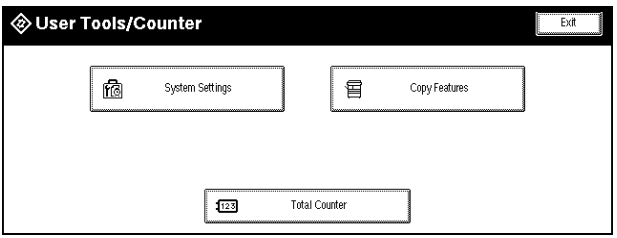
Reference

Regarding the user tools for system setting, see "Accessing The User Tools (System Settings)" of the "System Settings" manual.

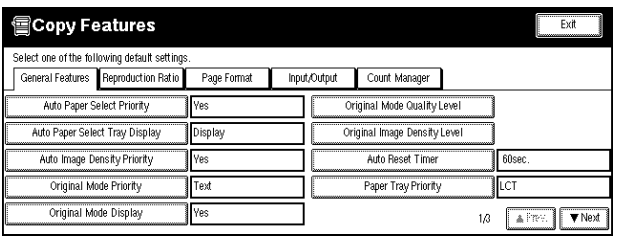
1 **Press the 【User Tools/Counter】 key.**



2 **Touch the [Copy Features] key.**



3 **Select the desired User Tools menu.**



Note

❒ **[↓Next]**: Touch to go to the next page.

❒ **[↑Prev.]**: Touch to go back to the previous page.

Reference

See ⇒ P.196 *"User Tools Menu (Copy Features)"*.

4 **Change the settings by following the instructions on the panel display. Then, touch the [OK] key.**

Reference

See ⇒ P.198 *"Settings You Can Change With The User Tools"*.

Note

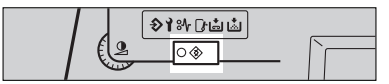
❒ **[OK]** key: Touch to set the new settings and return to the previous menu.

❒ **[Cancel]** key: Touch to return to the previous menu without changing any data.

Exiting From User Tools

1 **After changing the user tools settings, press the 【User Tools/Counter】 key.**

Changing the User Tools is completed, and the machine is ready for copying.



TSPS040E

Note

❒ The settings are not canceled even if the operation switch is turned off or the **【Clear Modes/Energy Saver】** key is pressed.

❒ You can exit from the User Tools by touching the **[Exit]** key on the User Tools Main Menu.

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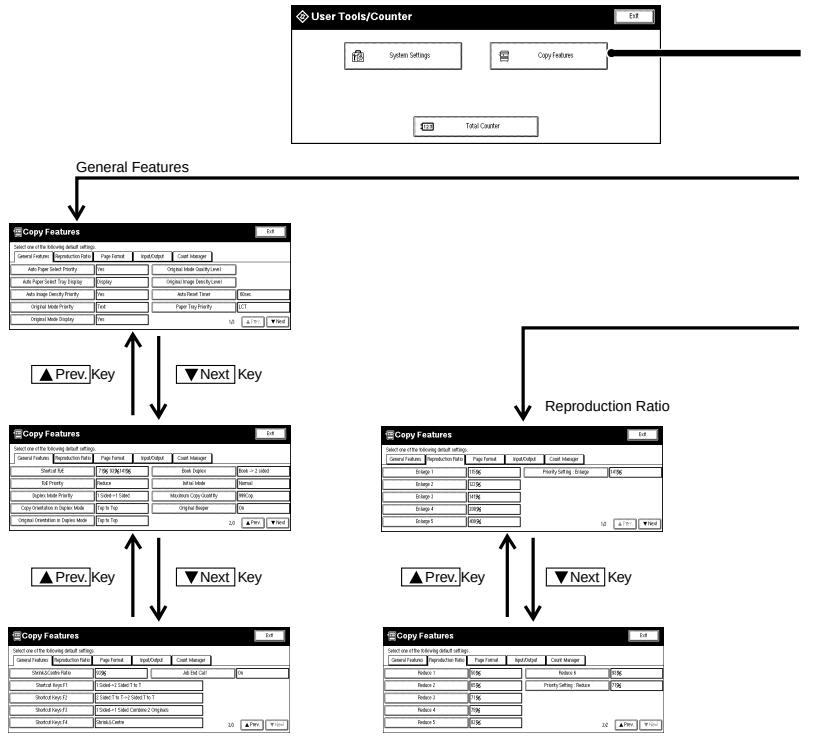
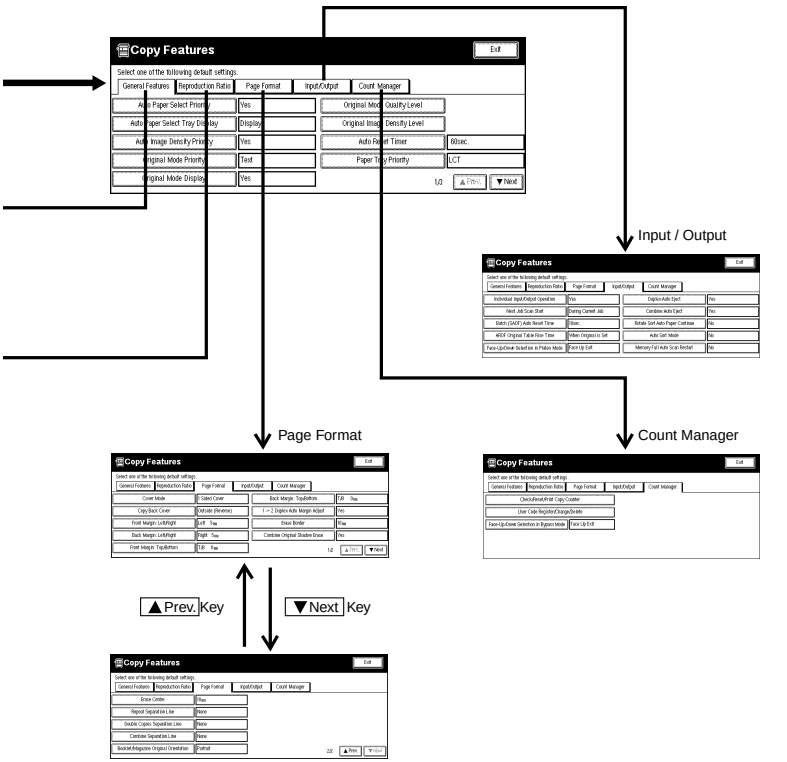
User Tools Menu (Copy Features)



TSPH261E


Copy Features
Exit
Select one of the following default settings.
General Features
Reproduction Ratio
Page Format
Input/Output
Count Manager
Input / Output
Page Format
Count Manager
▲Prev. Key
▼Next Key

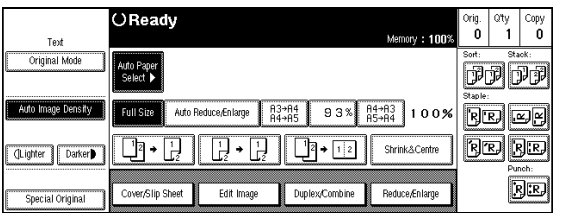
TSPH262E

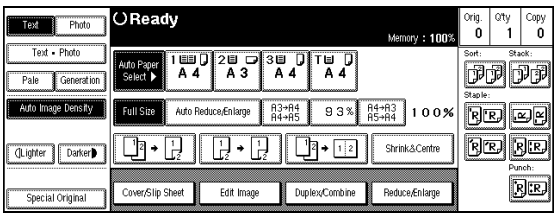
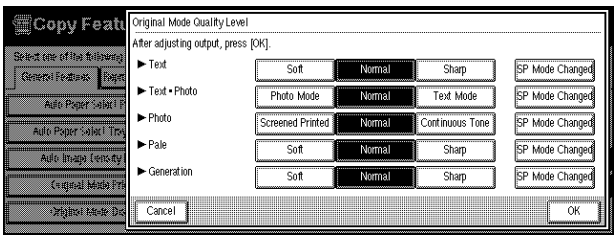
Settings You Can Change With The User Tools

Reference

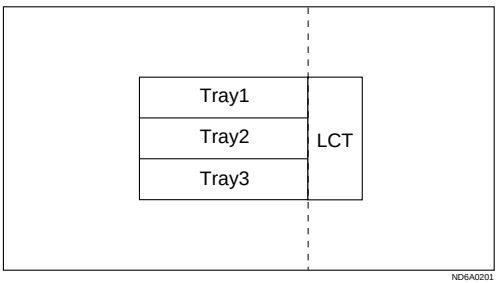
For how to access the user tools, see ⇒ P.193 *"Accessing The User Tools (Copy Features)"*.

General Features 1/3

Menu	Description
Auto Paper Select Priority	As a default setting, Auto Paper Select is selected. You can cancel this setting. **Note** ❒ Default: *Yes*
Auto Paper Select Tray Display	You can choose whether the available paper trays/sizes are shown on the initial display. **Note** ❒ Default: *Display* ❒ If you choose "Hide", the display is shown as below. When the **[Auto Paper Select]** is touched, paper sizes appear on the display. 
Auto Image Density Priority	As a default setting, Auto Image Density is selected. You can change this setting. **Note** ❒ Default: *Yes*
Original Mode Priority	As a default setting, Text is selected as originals type. You can change it to Text·Photo, Photo, Pale, or Generation. **Note** ❒ Default: *Text*

Menu	Description
Original Mode Display	You can choose whether the original modes are shown on the initial display. **Note** ❒ Default: *Yes* ❒ If you choose "No", the display is shown as below. 
Original Mode Quality Level You can adjust the quality level of copies for each of the original types (Text, Text·Photo, Photo, Pale, Generation). 	
Text	Adjust the sharpness of text. **Note** ❒ Default: *Normal* ❒ **[SP Mode Changed]** is the value set during service setup. ❒ Choosing **[Sharp]** or **[Soft]** affects the outline sharpness of text.
Text·Photo	When there are photo(s) and text on the original, determine whether photo or text takes priority. **Note** ❒ Default: *Normal* ❒ **[SP Mode Changed]** is the value set during service setup. ❒ **[Normal]** achieves a good balance between text and photos.

Menu	Description
Photo	For a photo original, adjust the finish quality level to match the type of photo original. **Note** ❒ Default: *Normal* ❒ **[SP Mode Changed]** is the value set during service setup. ❒ Select **[Screened Printed]** for printed photo originals with coarse dots, and **[Continuous Tone]** for printed photo originals with fine dots. ❒ "Normal" is a well-balanced quality level for printed photo, pale, photo, and text.
Pale	Adjust the quality level for the finish of a pale original with normal density. **Note** ❒ Default: *Normal* ❒ **[SP Mode Changed]** is the value set during service setup.
Generation	Adjust the quality level so as not to thicken the lines of the finish image. **Note** ❒ Default: *Normal* ❒ **[SP Mode Changed]** is the value set during service set up.
Original Image Density Level	You can select one of seven original image density levels for each of the original types (Text, Text·Photo, Photo, Pale, Generation). **Note** ❒ Default: *Normal*
Auto Reset Timer	The machine returns to its initial condition automatically after your job is finished. The time can be set from 10 to 999 seconds, or 0. **Note** ❒ Default: *60sec.* ❒ To turn the Auto Reset Timer off, input 0 seconds. ❒ Note that when the Auto Reset Timer is turned off, the machine will not return to the user code input display automatically.

Menu	Description
Paper Tray Priority	You can select the paper tray which will be selected as a default in the following conditions: • When the operation switch is turned on. • When System Reset or Auto Reset mode is turned on. • When the 【Clear Modes/Energy Saver】 key is pressed. • When the Auto Paper Select mode is selected.  **Note** ❒ Default: • Machine with LCT : LCT • Machine without LCT : Tray 1 ❒ LCT (3500-sheet large capacity tray) is optional.

General Features 2/3

Menu	Description
Shortcut R/E	You can register up to three frequently used Reduce/Enlarge ratios other than the fixed Reduce/Enlarge ratio and have them shown on the initial display. You can also change the registered Reduce/Enlarge ratios. If no Reduce/Enlarge ratio has been set when selecting [User Ratio 1] [User Ratio 2] [User Ratio 3], enter the desired Reduce/Enlarge ratio with the 【Number】 keys.
R/E Priority	Specify which Reduce, Enlarge or Input Ratio is shown on the panel display with priority when the **[Reduce/Enlarge]** key is pressed. **Note** ❒ Default: *Reduce*

Menu	Description
Duplex Mode Priority	You can select the type of Duplex function effective when the machine is turned on, Energy Saver mode is off, or Auto Reset is on. **Note** ❒ Default: *1 Sided→2 Sided*
Copy Orientation in Duplex Mode	You can set the copy orientation when making two-sided copies. **Note** ❒ Default: *Top to Top*
Original Orientation in Duplex Mode	You can set the original orientation when making two-sided copies. **Note** ❒ Default: *Top to Top*
Book Duplex	You can set the type of copy to be displayed with priority given when making two-sided copies from a book original. **Note** ❒ Default: *Book→2 Sided*
Initial Mode	You can select the initial mode or Program No. 10 as the mode effective when the machine is turned on, or modes are cleared. **Note** ❒ Default: *Normal*
Maximum Copy Quantity	The maximum copy quantity can be set between 1 and 999. **Note** ❒ Default: *999*
Original Beeper	The beeper (key tone) sounds when you forgot to remove originals after copying. **Note** ❒ Default: *On* ❒ If the Panel beeper setting is set to Off, (see "System Settings"), the beeper does not sound irrespective of the setting (On or Off) of this Original Beeper function.

General Features 3/3

Menu	Description
Shrink&Centre	You can set a Reduce/Enlarge ratio when registering "Shrink&Centre" in a Shortcut Key. **Note** ❒ Default: *93 %*
Shortcut Keys:F1 Shortcut Keys:F2 Shortcut Keys:F3 Shortcut Keys:F4	You can register frequently used functions in Shortcut Keys F1 to F4. You can also change the registered functions. See ⇒ P.10 *"Panel Display"*. **Note** ❒ Default: • Shortcut Keys:F1: *1 Sided→2 Sided* • Shortcut Keys:F2: *2 Sided → 2 Sided* • Shortcut Keys:F3: *1 Sided→1 Sided Combine:2 Originals* • Shortcut Keys:F4: *Shrink&Centre*
Job End Call	You can choose whether or not the beeper sounds when copying is complete, when copying is interrupted, when the paper tray runs out of paper, or when there is a paper jam. **Note** ❒ When the Auto Response (Human) Sensor setting is set to "Yes" and the machine senses that there is a person present, it judges that copying operations are not complete and the beeper does not sound. Refer to the "Auto Response (Human) Sensor" of the "System Settings" manual.

Reproduction Ratio 1/2

Menu	Description
Enlarge 1 Enlarge 2 Enlarge 3 Enlarge 4 Enlarge 5	You can customize the enlargement ratios available when you touch the **[Reduce/Enlarge]** key followed by **[Enlarge]**. **Note** ❒ Default: • Enlarge 1: *115 %* • Enlarge 2: *122 %* • Enlarge 3: *141 %* • Enlarge 4: *200 %* • Enlarge 5: *400 %* ❒ When selecting **[User Set. Ratio]**, enter a ratio with the **[Number]** keys (in the range of 101 to 400 %).
Priority Setting : Enlarge	You can set the ratio with priority when **[Reduce/Enlarge]** is touched, followed by **[Enlarge]**. **Note** ❒ Default: *Enlarge 3*

Reproduction Ratio 2/2

Menu	Description
Reduce 1 Reduce 2 Reduce 3 Reduce 4 Reduce 5 Reduce 6	You can customize the reduction ratios available when you touch the **[Reduce/Enlarge]** key followed by **[Reduce]**. **Note** ❒ Default: • Reduce 1: *50 %* • Reduce 2: *65 %* • Reduce 3: *71 %* • Reduce 4: *75 %* • Reduce 5: *82 %* • Reduce 6: *93 %* ❒ When selecting **[User Set. Ratio]**, enter a ratio with the **[Number]** keys (in the range of 32 to 99 %).

Menu	Description
Priority Setting : Reduce	You can set the ratio with priority when **[Reduce/Enlarge]** is touched, followed by **[Reduce]**. **Note** ❒ Default: Reduce 4

Page Format 1/2

Menu	Description
Cover Mode	You can specify whether to copy one side or two sides in Cover mode. **Note** ❒ Default: *1 Sided Cover*
Copy Back Cover	When copying the back cover, you can specify whether to issue the back cover outside (outside page) or inside (inside page). **Note** ❒ Default: *Outside (Reverse)*
Front Margin: Left/ Right	You can specify left and right margins on the front side of copies in Margin Adjust mode. **Note** ❒ Default: • Metric version: Left 5 mm • Inch version: Left 0.2"
Back Margin: Left/ Right	You can specify left and right margins on the back side of copies in Margin Adjust mode. **Note** ❒ Default: • Metric version: Right 5 mm • Inch version: Right 0.2"
Front Margin: Top/Bottom	You can specify front top and bottom margins on the front side of copies in Margin Adjust mode. **Note** ❒ Default: • Metric version: Bottom 0 mm • Inch version: Bottom 0.0"

Menu	Description
Back Margin: Top/Bottom	You can specify back top and bottom margins on the front side of copies in Margin Adjust mode. **Note** ❒ Default: • Metric version: Bottom 0 mm • Inch version: Bottom 0.0"
1 → 2 Duplex Auto Margin Adjust	In 1 sided →2 sided Duplex mode, you can specify whether to automatically set the margins on the back side. **Note** ❒ Default: *Yes*
Erase Border	The default setting of the width of the erased margins in the Erase Border mode can be changed as follows: • Metric version: 3 – 50 mm in 1 mm steps • Inch version: 0.1 – 2.0" in 0.1" steps **Note** ❒ Default: • Metric version: 10 mm • Inch version: 0.4"
Combine Original Shadow Erase	In Combine Copy or Booklet/Magazine Copy mode, you can specify whether to erase a 3 mm, 0.1" bounding margin around all four edges of each original. **Note** ❒ Default: *Yes*

Page Format $^{2}/_{2}$

Menu	Description
Erase Centre	The default setting of the width of the erased margins in the Erase Centre mode can be changed as follows: • Metric version: 3 – 50 mm in 1 mm steps • Inch version: 0.1 – 2.0" in 0.1" steps **Note** ❒ Default: • Metric version: 10 mm • Inch version: 0.4"

Menu	Description
Repeat Separation Line	You can select a separation line in Image Repeat mode from no line, Solid line, Broken line 1, Broken line 2, or Crop. • None • Solid • Broken1 • Broken2 • Crop **Note** ❒ Default: *None*

Menu	Description
Double Copies Separation Line	You can select a separation line in Double Copy mode from no line, Solid line, Broken line, or Crop marks. • None • Solid • Broken • Crop Marks **Note** ❒ Default: *None*

Menu	Description
Combine Separation Line	You can select a separation line in Combine mode from no line, Solid line, Broken line 1, Broken line 2, or Crop marks. • None • Solid • Broken1 • Broken2 • Crop Marks **Note** ❒ Default: *None*
Booklet/Magazine Original Orientation	You can select the type of originals for Booklet or Magazine mode. **Note** ❒ Default: *Portrait*

Input Output

Menu	Description
Individual Input/Output Operation	You can specify whether to individually control the original input and output operations. For example, you can specify input of the remaining originals when the paper has run out during copying. **Note** ❒ Default: *Yes* ❒ When sorting the output from duplex copying, copying starts after the original is scanned regardless of this setting. See ⇒ P.88 *"Duplex—Making Two-Sided Copies"*.
Next Job Scan Start	You can specify whether to read the next originals into memory while the previously set originals are being copied. (Next Job) You can scan originals while the machine is warming up. (Auto Start) If **[No]** is selected for "Individual Input/Output Operation", no next job scan start will be performed even if **[During Current Job]** is selected for "Next Job Scan Start." **Note** ❒ Default: *During Current Job*
Batch (SADF) Auto Reset Time	When you set one original at a time in the optional document feeder, the Auto Feed indicator lights for a selected time after an original is fed to show that the document feeder is ready for another original. You can adjust this time from 3 seconds to 99 **Note** ❒ Default: *10 seconds*
ARDF Original Table Rise Time	You can set the document feeder original table rise time. **Note** ❒ Default: *When Original is Set*
Face-Up/Down Selection in Platen Mode	When copying an original placed on the exposure glass or one original loaded in the document feeder, you can specify the which way up it is ejected. **Note** ❒ Default: *Face Up Exit*

Menu	Description
Duplex:Auto Eject	When making two-sided copies from one-sided originals, if the last original is an odd page, the last copy will be automatically delivered with the reverse side blank. You can cancel this setting. **Note** ❒ Default: *Yes* ❒ When you set one original at a time in the document feeder or set an original on the exposure glass, this function does not come effect.
Combine:Auto Eject	As a default setting, even if the number of originals in the optional document feeder is less than the number required in the selected Combine mode, the lacking number of copies are automatically made in blank. You can cancel this setting. **Note** ❒ Default: *Yes* ❒ When you set one original at a time in the document feeder or set an original on the exposure glass, this function does not come effect.
Rotate Sort Auto Paper Continue	You can specify whether to continue copying when the paper of the required orientation has run out during rotate-sorting. See "Rotate Sort" in ⇒ P.47 *"Sort—Sorting Into Sets (123, 123, 123)"*. • If you select **[No]**: When paper of the required orientation runs out, the machine stops copying and prompts you to supply copy paper. When you load paper, the machine will continue copying. • If you select **[Yes]**: Copying continues using copy paper of a different direction. The copy job will finish even if you have left the machine. **Note** ❒ Default: *No*
Auto Sort Mode	You can specify whether Sort mode is selected when the machine is turned on or the mode is cleared. **Note** ❒ Default: *No*

Menu	Description
Memory Full Auto Scan Restart	When the memory becomes full while scanning originals, the machine can make copies of the scanned originals first, then automatically proceed scanning the remaining originals. You can enable or disable this function. • If you select **[Yes]**: When the memory becomes full, the machine stops operation allowing you to remove the copy pages delivered on the output tray. • If you select **[No]**: You can leave the machine unattended to make all the copies, but the resulting sorted pages will not be sequential. **Note** ❒ Default: *No*

Count Manager

When a key operator code has already been entered, you cannot begin manager setting unless you enter the key operator code (up to 8 digits).

Menu	Description
Check/Reset/Print Copy Counter You can check or print the number of copies made under each user code. You can also reset each user code's counter to 0. If more than 10 user codes are registered, you can view all the counters using the **[Prev.]** or **[Next]** key.	
Print	You can print the copied quantity of the counter for each user code. To start the printing, press the **[Start]** key. To stop the printing, touch the **[Cancel]** key.
Reset Counters	You can reset each user code's counter to 0.
Reset All	You can reset all counters to 0.
User Code Register/Change/Delete You can register, change, or delete user codes (8 digits or less). **Note** ❒ Up to 500 user codes can be registered. ❒ Even if you have changed the user code, the counter value will not be cleared. ❒ When the user code is deleted, the counter value will be automatically deleted.	

Menu	Description
Register	You can register user codes.
Change	You can change user codes. **Note** ❒ The number of copies made under the old code is added to that made under the new user code.
Delete User Code	You can delete user codes.
Delete All User Codes	You can delete all user codes.
Face-Up/Down Selection in Bypass Mode	You can set whether copies are delivered face-up or face-down when making copies from the bypass tray. **Limitation** ❒ Only use "Face Down Exit" when copying onto standard high quality paper with a weight of 52 – 105 g/m^2 (14 – 28 lb). ❒ When you select "OHP" or "Thick Paper", copy paper is delivered face-up even if you have set the "Face-Up/Down Selection in Bypass Mode" setting to "Face Down Exit." **Note** ❒ Default: *Face Up Exit*

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Do's And Don'ts

⚠ ***CAUTION:***

- *When you move the machine, unplug the power cord from the wall outlet to avoid fire or electric shock.*
- *When the machine will not be used for a long time, unplug the power cord.*

- Do not touch areas on or around the fusing unit. These areas get hot.
- After making copies continuously, you may feel the exposure glass is heated. But this is not a malfunction.
- You might feel warm around the ventilation hole. This is caused by exhaust air, and not a malfunction.
- Do not turn off the operation switch while copying or printing. When turning off the operation switch, make sure that copying or printing is completed.
- The machine might fail to produce good copy images if there should occur condensation inside caused by temperature change. To prevent such trouble, this machine has an anti-condensation function. Even after the main power switch is in the stand-by position, the anti-condensation heater is active, thus keeping the machine body slightly warm.
- Do not open the covers of machine while copying or printing. If you do, misfeeds might occur.
- Do not move the machine while copying or printing.
- If you operate the machine improperly or a failure occurs on the machine, your machine settings might be lost. Be sure to take a note of your machine settings.
- Supplier shall not be liable for any loss or damages resulting from a failure on the machine, loss of machine settings, and use of the machine.

Where To Put Your Machine

Machine Environment

Your machine's location should be carefully chosen because environmental conditions greatly affect its performance.

Optimum environmental conditions

⚠ ***CAUTION:***

- *Keep the machine away from humidity and dust. A fire or an electric shock might occur.*
- *Do not place the machine on an unstable or tilted surface. If it topples over, it could cause injury.*

⚠ ***CAUTION:***

- *If you use the machine in a confined space, make sure there is a continuous air turnover.*

- Temperature: 10 – 32°C (50 – 89.6°F)(humidity to be 54 % at 32°C, 89.6°F)
- Humidity: 15 – 80 % (temperature to be 27°C, 80.6°F at 80 %)
- A strong and level base.
- The machine must be level within 5 mm, 0.2" both front to rear and left to right.
- To avoid possible build-up of ozone, make sure to locate this machine in a large well ventilated room that has an air turnover of more than 30 m^3/hr/person.

Environments to avoid

- Locations exposed to direct sunlight or strong light (more than 1,500 lux).
- Locations directly exposed to cool air from an air conditioner or heated air from a heater. (Sudden temperature changes might cause condensation within the machine.)
- Places where the machine might be subjected to frequent strong vibration.
- Dusty areas.
- Areas with corrosive gases.

Power Connection

⚠ ***WARNING:***

- ***Only connect the machine to the power source described on the inside front cover of this manual.***
- ***Avoid multi-wiring.***
- ***Do not damage, break or make any modifications to the power cord. Do not place heavy objects on it, pull it hard or bend it more than necessary. These actions could cause an electric shock or fire.***
- ***Do not plug or unplug the power cord with your hands wet. Otherwise, an electric shock might occur.***

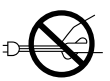
⚠ ***WARNING:***

- ***Make sure the wall outlet is near the machine and freely accessible so that in event of an emergency it can be unplugged easily.***

⚠ ***CAUTION:***

- *When you move the machine, unplug the power cord from the wall outlet to avoid fire or electric shock.*
- *When the machine will not be used for a long time, unplug the power cord.*

⚠ ***CAUTION:***

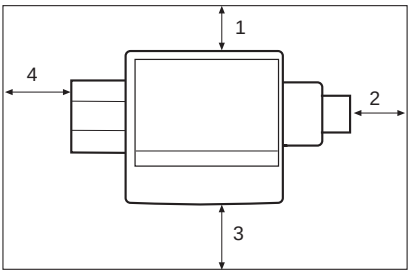


- *When you pull out the plug from the socket, grip the plug to avoid damaging the cord and causing fire or electric shock.*

- When the main switch is in the Stand-by positions, the optional anti-condensation heaters are on. In case of emergency, unplug the machine's power cord.
- When you unplug the power cord, the anti-condensation heaters turn off.
- Make sure the plug is firmly inserted in the outlet.
- Voltage must not fluctuate more than 10 %.

Access To Machine

Place the machine near the power source, providing clearance as shown.



1. **Rear: more than 0 cm (0")**
2. **Right: more than 4 cm (1.6")**
3. **Front: more than 70 cm (27.6")**
4. **Left: more than 10 cm (4.0")**

Note

❒ For the required space when options are installed, please contact your service representative.

Maintaining Your Machine

If the exposure glass or document feeder belt is dirty, you might not be able to make copies as you want. Clean them if you find them dirty.

❖ **Cleaning the machine**
Wipe the machine with a soft, damp cloth. Then, wipe it with a dry cloth to remove the water.

Important

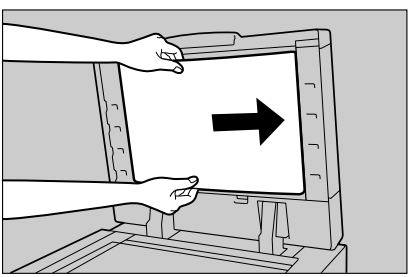
❒ Do not use chemical cleaner or organic solvent, such as thinner or benzene. If they get into the machine or melt plastic parts, a failure might occur.

❒ Do not clean parts other than those specified in this manual. Such parts should be cleaned by your service representative.

Cleaning The Exposure Glass

ND1C0200

Cleaning The Document Feeder



A1P0100E

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6. SPECIFICATION

Mainframe

❖ **Configuration:**
Console

❖ **Photosensitivity type:**
OPC drum (Φ100)

❖ **Original scanning:**
One-dimensional solid scanning system through CCD

❖ **Copy process:**
Dry electrostatic transfer system

❖ **Development:**
Dry two-component magnetic brush development system

❖ **Fusing:**
Heating roll pressure system

❖ **Resolution:**
400 dpi

❖ **Exposure glass:**
Stationary original exposure type

❖ **Original reference position:**
Rear left corner

❖ **Warm-up time:**
Less than 330 seconds (20°C)

❖ **Originals:**
Sheet/book/objects

❖ **Maximum original size:**
A3🗋, 11" × 17"🗋

❖ **Copy paper size:**

- Trays: A3🗋 – A5🗋, 11" × 17"🗋 – $5^1/_2$" × $8^1/_2$"🗋
- Bypass: A3🗋 – A6🗋, 11" × 17"🗋 – $5^1/_2$" × $8^1/_2$"🗋
- Bypass (non-standard size):
  Vertical: 100 – 300 mm, 4.0" – 11.7"
  Horizontal: 148 – 432 mm, 6.0" – 17.0"

- Duplex: A3 ⬓– A5⬓, 11" × 17"⬓ – $5^1/_2$" × $8^1/_2$"⬓
- LCT: A4⬒, B5 ⬒, $8^1/_2$" × 11"⬒

❖ **Copy paper weight:**

- Paper tray: 52 – 128 g/m^2, 14 - 34 lb
- Bypass tray: 52 – 163 g/m^2, 14 - 90 lb

❖ **Non-reproduction area:**

- Leading edge: Less than 3 ± 2 mm
- Trailing edge: More than 1 mm
- Left edge: More than 2 ± 1.5 mm
- Right edge: More than 0.5 mm

❖ **First copy time:**

3.7 seconds or less
(A4 ⬒, $8^1/_2$" × 11"⬒, 100 %, feeding from tray 1, on the exposure glass, Text·Photo mode, Auto Image Density)

❖ **Copying speed:**

- 34 copies/minute (A3⬓, 11" × 17"⬓)
- 65 copies/minute (A4⬒, $8^1/_2$" × 11"⬒)

❖ **Reproduction ratio:**

Preset reproduction ratios:

	Metric version	Inch version
Enlargement	400 %	400 %
	200 %	200 %
	141 %	155 %
	122 %	129 %
	115 %	121 %
Full Size	100 %	100 %
	93 %	93 %
Reduction	82 %	85 %
	75 %	78 %
	71 %	73 %
	65 %	65 %
	50 %	50 %

Zoom: From 32 % to 400 % in 1 % steps.

❖ **Continuous copying count:**
1 – 999 copies

❖ **Copy paper capacity:**

- Tray 1 (Tandem tray) : 1,000 sheets (500 sheets × 2) (80 g/m^2, 20 lb)
- Tray 2 (550-sheet tray) : 550 sheets (80 g/m^2, 20 lb)
- Tray 3 (1500-sheet tray) : 1,500 sheets (80 g/m^2, 20 lb)
- Bypass tray: 50 sheets (80 g/m^2, 20 lb)

❖ **Power consumption:**

	Mainframe only	Full system *1
Warm-up	about 1.25 kw	about 1.27 kw
Stand-by	about 0.1 kw	about 0.12 kw
Copying	about 1.5 kw	about 1.6 kw
Maximum	less than 1.75 kw	less than 1.75 kw

*1 Mainframe with the finisher, large capacity tray

❖ **Dimensions (W × D × H up to exposure glass):**
690 × 750 × 1,138 mm, 27.2" × 29.6" × 44.9"

❖ **Space for main frame (W × D):**

- 1,265 × 750 mm, 49.9" × 29.6" (ADF external extender is not used. Optional Output tray is installed.)
- 1,380 × 750 mm, 54" × 30" (ADF external extender is used for larger size originals. Optional Output tray is installed.)

❖ **Noise Emission:**
Sound pressure level: The measurement are made according to ISO7779.

	Mainframe only	Full System *1
Stand-by	40 dB (A) or less	40 dB (A) or less
Copying	59 dB (A) or less	59 dB (A) or less

*1 Mainframe with the finisher, large capacity tray

❖ **Noise Emission:**
Sound power level: The measurement are made according to ISO7779.

	Mainframe only	Full System *1
Stand-by	50 dB (A) or less	50 dB (A) or less
Copying	71 dB (A) or less	71 dB (A) or less

*1 Mainframe with the finisher, large capacity tray

❖ **Weight:**
Approx. 188 kg, 414.5 lb (Mainframe with document feeder)

Document Feeder

❖ **Mode:**
ADF mode, Batch (SADF) mode, Mixed Sizes mode, Thin mode

❖ **Original size:**

- A3 –B6
- 11" × 17" – $5^1/_2$" × $8^1/_2$"

❖ **Original weight:**

- 1-sided originals: 52 – 128 g/m^2 (14 – 34 lb)
- 2-sided originals: 52 – 105 g/m^2 (14 – 28 lb) (Duplex)
- Thin paper mode: 41 – 128 g/m^2 (11 – 34 lb)

❖ **Number of originals to be set:**
100 sheets (80 g/m^2 , 20 lb) or less than 12 mm, 0.4"

Note

❒ Specifications are subject to change without notice.

Finisher (Option)

Shift Tray:

❖ **Paper size:**
A3□, B4□, A4□□, B5□□, 11" × 17"□, 8 1/2" × 14"□, 8 1/2" × 11"□□

❖ **Paper weight:**
52 – 157 g/m², 14 – 42 lb

❖ **Stack capacity:**
without punch:
- 3,000 sheets (A4□, 8 1/2" × 11" □) (80 g/m², 20 lb)
- 1,500 sheets (A3 □, B4□, A4□,B5□□, 11" × 17"□, 8 1/2"× 14"□, 8 1/2"× 11"□) (80 g/m², 20 lb)

with punch (the optional punch kit is required):
- 2,000 sheets (A4□, 8 1/2" × 11"□) (80 g/m², 20 lb)
- 1,500 sheets (A3□, B4□□, A4□, B5□, 11" × 17"□, 8 1/2" × 14"□, 8 1/2" × 11"□) (80 g/m², 20 lb)

Proof Tray:

❖ **Paper size:**
A3□, B4□, A4□□, B5□□, A5□□, B6□, A6□, 11" × 17"□, 8 1/2" × 14"□, 8 1/2" × 11"□□, 8 1/2" × 5 1/2"□□

❖ **Paper weight:**
52 – 157 g/m², 14 – 42 lb

❖ **Stack capacity:**
without punch:
- 250 sheets (A4, 8 1/2" × 11" or smaller) (80 g/m², 20 lb)
- 50 sheets (B4, 8 1/2" × 14" or larger) (80 g/m², 20 lb)

with punch (the optional punch kit is required):
- 200 sheets (A4, 8 1/2" × 5 1/2" or smaller) (80 g/m², 20 lb)
- 50 sheets (B4, 8 1/2" × 14" or larger) (80 g/m², 20 lb)

Staple:

❖ **Staple capacity:**
without punch:
- 50 sheets (A4, 8 1/2" × 11" or smaller) (80 g/m², 20 lb)
- 30 sheets (B4, 8 1/2" × 14" or larger) (80 g/m², 20 lb)

with punch (the optional punch kit is required):
- 40 sheets (A4, 8 1/2" × 11" or smaller) (80 g/m², 20 lb)
- 25 sheets (B4, 8 1/2" × 14" or larger) (80 g/m², 20 lb)

❖ **Staple paper size:**
A3□, B4□, A4□□, B5□□, 11" × 17"□, 8 1/2" × 14"□, 8 1/2" × 11"□□

❖ **Staple paper weight:**
64 – 80 g/m^2, 17 – 21 lb

❖ **Staple position:**
Four positions (Top, Top Slant, Bottom, 2 Staples)

❖ **Power consumption:**
48 W (power is supplied from the main frame.)

❖ **Dimensions (W × D × H):**
625 × 545 × 960 mm, 24.7" × 21.5" × 37.8"

❖ **Weight:**
Approx. 45 kg, 99.3 lb

Note

❒ Specifications are subject to change without notice.

Punch Kit (Option)

❖ **Paper size (2 holes version):**

- ▭: A3 – A5, 11" × 17" – $8^1/_2$" × 11"
- ▯: A4 – A5, $8^1/_2$" × 11"

❖ **Paper size (3 holes version):**

- ▭: A3, B4, 11" × 17"
- ▯: A4, B5, $8^1/_2$" × 11"

❖ **Paper weight:**

- 2 holes version: 52 g/m^2 – 128 g/m^2, 14 – 34 lb
- 3 holes version: 52 g/m^2 – 105 g/m^2, 14 – 28 lb

❖ **Power consumption:**
33.6 W (power is supplied from the mainframe.)

❖ **Dimensions (W × D × H):**
92 × 463 × 100 mm, 3.7" × 18.3" × 4.0"

❖ **Weight:**
Approx. 2.4 kg, 5.3 lb

Note

❒ Specifications are subject to change without notice.

Copy Tray(Option)

❖ **Paper Capacity:**

- A3, 11" × 17" : 250 sheets
- B4, $8^1/_2$" × 14" : 500 sheets
- A4, $8^1/_2$" × 11" : 500 sheets
- B5, $5^1/_2$" × $8^1/_2$" : 250 sheets

❖ **Dimensions (W × D × H):**
390 × 330 × 130 mm, 15.4" × 13.0" × 5.2"

❖ **Weight:**
Approx. 650 g, 1.5 lb

Note

❒ Specification are subject to change without notice.

3500-Sheet Large Capacity Tray (LCT) (Option)

❖ **Paper size:**
A4 ⬓, B5 ⬓, $8^1/_2$" × 11" ⬓

❖ **Paper weight:**
64 – 105 g/m^2, 16 – 24 lb

❖ **Paper capacity:**
3,500 sheets (80 g/m^2, 20 lb)

❖ **Power consumption**
Maximum. 48 W (power is supplied from the main frame.)

❖ **Dimensions (W × D × H, option unit):**
403 × 529 × 608 mm, 15.9" × 20.9" × 24.0"

❖ **Weight:**
Approx. 22 kg, 48.6 lb

Note

❒ Specifications are subject to change without notice.

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RICOH

Aficio 650

OPERATING INSTRUCTIONS

SYSTEM SETTINGS

Read this manual carefully before you use this product and keep it handy for future reference.
For safety, please follow the instructions in this manual.

RICOH COMPANY, LTD.
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EE (GB) A2298600

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual. Please keep this manual in a handy place near the machine.

Please read the Safety Information before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Notes:

Some illustrations may be slightly different from your machine.

Certain options may not be available in some countries. For details, please contact your local dealer.

Operator Safety:

This machine is considered a class 1 laser device, safe for office/EDP use. The machine contains two 5-milliwat, 760 - 800 nanometer wavelength, GaAlAs laser diodes. Direct (or indirect reflected) eye contact with the laser beam might cause serious eye damage. Safety precautions and interlock mechanisms have been designed to prevent any possible laser beam exposure to the operator.

The following label is attached on the back side of the machine.

Laser Safety:

The optical housing unit can only be repaired in a factory or at a location with the requisite equipment. The laser subsystem is replaceable in the field by a qualified Customer Engineer. The laser chassis is not repairable in the field. Customer engineers are therefore directed to return all chassis and laser subsystems to the factory or service depot when replacement of the optical subsystem is required.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Two kinds of size notation are employed in this manual. With this machine refer to the Metric version.

For good copy quality, Ricoh recommends that you use genuine Ricoh toner.

Ricoh shall not be responsible for any damage or expense that might result from the use of parts other than genuine Ricoh parts in your Ricoh office product.

Power Source

240 V, 50 Hz, 8 A or more

Please be sure to connect the power cord to a power source as above. For details about power source, see “Power Connection” of the “Copy Reference” manual.

CE

Declaration of Conformity

“The Product complies with the requirements of the EMC Directive 89/336/EEC and the Low Voltage Directive 73/23/EEC.”

In accordance with ISO Standard 7001, this machine uses the following symbols for the main power switch:

| means POWER ON.

⏻ means STAND BY.

Copyright © 1998 Ricoh Co., Ltd.

How To Read This Manual

Symbols

In this manual, the following symbols are used:

⚠ ***WARNING:***
This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the "Safety Information" of the "Copy Reference" manual.

⚠ ***CAUTION:***
This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the "Safety Information" of the "Copy Reference" manual.

* The statements above are notes for your safety.

Important
If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation
This symbol indicates the prior knowledge or preparations required before operating.

Note
This symbol indicates precautions for operation, or actions to take after misoperation.

Limitation
This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference
This symbol indicates a reference.

[ ]
Keys that appear on the machine's panel display.

【 】
Keys built into the machine's operation panel.

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Manuals For This Machine

The following two manuals have been prepared for operating this machine: this manual which describes how to make system settings for copying functions and the "Copy Reference" manual which introduces the operating procedures for copying functions. Please consult the manual that suits your needs.

❖ **System Settings (this manual)**
Describes how to access the system user tools to make the machine easier to use.

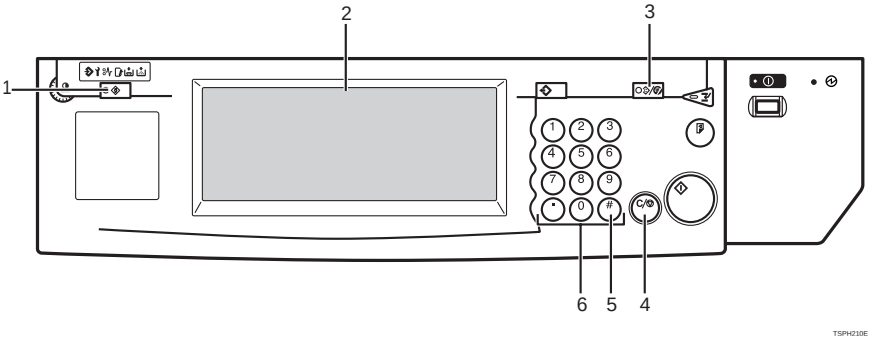
❖ **Copy Reference**
Describes the various copying functions from basic copying to more advanced functions such as reducing/enlarging copies or combining originals into one copy.

❖ **Copy Quick Guide**
Explains the most frequently used copy functions with examples. Also contains information such as the direction in which to set your originals and copying direction.

This page is intentionally blank.

1. USER TOOLS (SYSTEM SETTINGS)

Keys for User Tools (System Settings)



1. 【User Tools/Counter】 key

You can change the system settings and operational conditions to meet the usage. You can also display the total count.

2. Panel Display

Displays operation status and messages.

3. 【Clear Modes/Energy Saver】 key

4. 【Clear/Stop】 key

Press to delete a number you have entered.

5. 【#】 key

Press to set a value you have entered.

6. 【Number】 keys

Use to enter a numeric value.

Accessing The User Tools (System Settings)

This section is for the key operators in charge of this machine. You can change or set the machine's default settings.

Preparation

After using the user tools, be sure to exit it to return to Copy mode.

The key selected is highlighted.

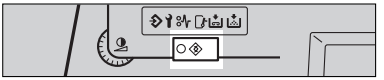
The settings are not canceled even if the main power switch or operation switch is turned off or the 【Clear Modes/Energy Saver】 key is pressed.

Reference

For information on Copy User Tools, see the "Copy Reference" manual.

1 **Press the 【User Tools/Counter】 key.**

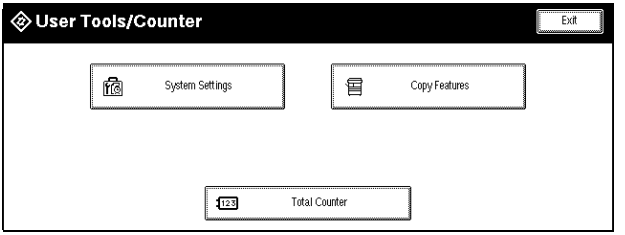
The User Tools Main Menu appears.



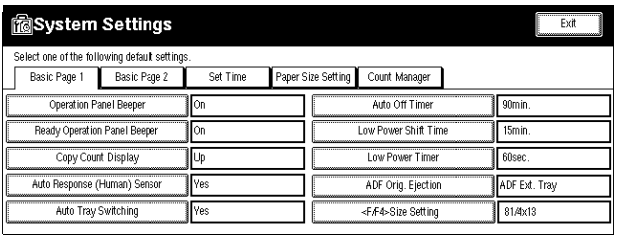
TSPS040E

2 **Touch the [System Settings] key.**

The system settings menu appears.



3 **Search for the desired menu and touch the key.**



4 **Change the settings by following the instructions on the panel display. Then touch the [OK] key.**

Note

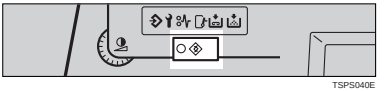
❒ **[OK]**: Touch to set the new settings and return to the previous menu.

❒ **[Cancel]**: Touch to return to the previous menu without changing any data.

Exiting from User Tools

1 **After changing the user tools settings, press the 【User Tools/Counter】 key.**

Changing the system settings ends to return to Copy mode.



TSPS040E

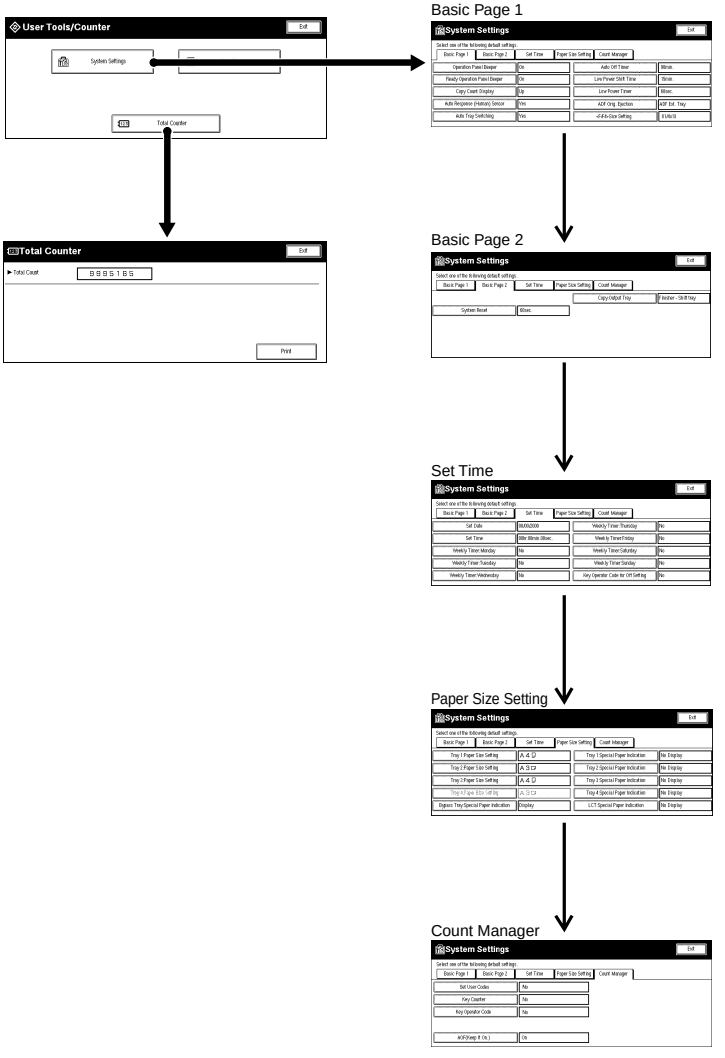
Note

❒ To cancel the change of the machine's default settings and return to the copy mode, press the **【User Tools/Counter】** key.

❒ You can also exit from user tools by touching the **[Exit]** key on the User Tools Main Menu.

User Tools Menu (System Settings)

1



TSPH250E

Settings You Can Change With The User Tools

Reference

For how to access the user tools, see ⇒ P.4 *"Accessing The User Tools (System Settings)"*.

Basic Page 1

Menu	Description
Operation Panel Beeper	The beeper (key tone) sounds when a key is pressed. This beeper can be turned on or off. **Note** ❒ Default: *On*
Ready Operation Panel Beeper	Specify whether to sound the beeper when the machine becomes ready for copying immediately after Energy Saver mode is deactivated or the power is turned on. **Note** ❒ When the "Operation Panel Beeper" is set to OFF, the beeper does not sound even if the "Ready Operation Panel Beeper" is set to ON. ❒ Default: *On*
Copy Count Display	The copy counter can be set to show the number of copies made (count up) or the number of copies remaining to be made (count down). **Note** ❒ Default: *Up (count up)*
Auto Response (Human) Sensor	If the machine dose not detect anyone using it for a certain period of time, it will switch automatically to one of the reset modes – Auto Reset, System Reset, Low Power mode or Auto Off. You can cancel this setting. If the "Low Power Timer" in⇒ P.7 *"Basic Page 1"* is set to "0", the "Auto Response (Human) Sensor" is disabled. **Note** ❒ Default: *Yes (On)*

Menu	Description
Auto Tray Switching	If you load paper of the same size in two or more trays, the machine automatically shifts to the other tray when the tray in use runs out of paper. You can set or cancel this setting. • If you select **[Yes]** (Using Auto Paper Select) If paper of the different orientation is loaded, limitless paper loading will take place for copying. • If you select **[No]** If paper of the same size and the same orientation is not loaded, the machine will stop copying and instruct you to load paper. **Note** ❒ Default: *Yes* ❒ If you put recycled paper, special paper or thin paper in paper trays using the Special Paper Indication menu, the Auto Tray Switching function is available to these trays only when their settings are identical. **Reference** See "Special Paper Indication" in ⇒ P.11 *"Paper Size Setting"*.
Auto Off Timer	The machine turns itself off automatically to conserve energy after your job is finished, after the selected time. This function is called "Auto Off". The time can be set from 1 to 240 minutes. **Note** ❒ Default: *90 minutes* ❒ Auto Off might not be effective when an error message is displayed. ❒ To return to the ready condition from Auto Off, the machine requires the same warm-up time as the time for becoming ready after its power is turned on.
Low Power Shift Time	The machine enters Low Power mode automatically after your job is finished, after the selected time. The time can be set from 1 to 240 minutes. **Note** ❒ Default: *15 minutes*

Menu	Description
Low Power Timer	The machine enters to Energy Saver mode automatically after your job is finished, after the selected time. The time can be set from 10 to 999 seconds, or 0. When the time is set to "0", Energy Saver mode will not be activated. **Note** ❒ Default: *60 seconds*
ADF Orig. Ejection	As a default setting, the scanned originals from the document feeder (ADF) are ejected to the ADF external tray. But, if there is no space to attach an ADF external tray, you can change the output tray to the ADF tray. However, if the output tray is set to the ADF tray, it takes a little more time than to the ADF external tray. **Note** ❒ Default: ADF Ext. Tray ❒ Even if ADF external tray is set, papers are ejected to the ADF tray in the 2 Sided → 2 Sided copy mode.
<F/F4>Size Setting	Currently three types of F size are available; $8^1/_2$" × 13", $8^1/_4$" × 13" and 8" × 13". The document feeder or platen cover sensor cannot distinguish these 3 types of originals. This function sets the F size from the document feeder or platen cover sensor. Auto Paper Select or Auto Reduce/Enlarge in the case of F size originals functions based on this setting. **Note** ❒ Default: *$8^1/_2$" × 13"* ▭

Basic Page 2

Menu	Description
System Reset	If no operation is performed for a selected time after interrupt copying, the interrupt copying will be canceled. This function is called "System Reset". The time can be set from 10 to 999 seconds, or 0. When the time is set to "0", System Reset will not be activated. **Note** ❒ Default: *60 seconds*

Menu	Description
Copy:Output Tray	You can specify a tray to which documents are delivered. **Note** ❒ You can select from the "Mainframe", "Finisher-Shift tray", "Finisher-Proof tray". ❒ Without the optional finisher installed, "Mainframe" is the only one output tray.

Set Time

When entering Set Time mode, if a key operator code has already been set, you must enter the code (up to 8 digits).

Reference

See "Key Operator Code" in ⇒ P.13 *"Count Manager"*.

Menu	Description
Set Date	Set the date for the copier's internal clock. **Note** ❒ You need to set this for the weekly timer to work properly.
Set Time	Set the time for the copier's internal clock. **Note** ❒ You need to set this for the weekly timer to work properly.
Weekly Timer:Monday Weekly Timer:Tuesday Weekly Timer:Wednesday Weekly Timer:Thursday Weekly Timer:Friday Weekly Timer:Saturday Weekly Timer:Sunday	Set the times when you want the machine to turn itself on/off for each day of the week. **Important** ❒ The timers do not work if the main power switch is turned off or the power cord is unplugged. ❒ To keep the power on throughout the day, set both the "On" and "Off" timers to zero. **Note** ❒ Enter times using the 24-hour clock. (1 minute steps).

Menu	Description
Key Operator Code for Off Setting	Set a key operator code (up to 8 digits) to temporarily cancel the power off setting of the weekly timer. **Note** ❒ When the weekly timers are set and the operation switch is off, you can still use the machine by doing one of the following: • If the key operator code is set, turn on the operation switch and enter the code. • If the key operator code is not set, just turn on the operation switch.

About weekly timers

The weekly timers allow you to restrict use of the machine to certain times of the day and week. The machine will switch itself on and off everyday at the times you specify.

Important

❒ The weekly timers allow you to restrict use of the machine to certain times of the day and week. The machine will switchitself on and off everyday at the times you specify.

❒ When the power is off due to the activation of the weekly timer, you can temporarily cancel the power off state by entering the key operator code (up to 8 digits) set in "Key Operator Code for Off Setting."

Paper Size Setting

Menu	Description
Tray 1:Paper Size Setting Tray 2:Paper Size Setting Tray 3:Paper Size Setting	Select the size of the copy paper set in the paper tray. **Note** ❒ Concerning the paper size setting for the Tray 2, the setting of the paper size selector has priority. ❒ If the specified paper size differs from the size of paper actually set in the paper tray, a paper misfeed might occur because the paper size is not detected correctly. ❒ To set a paper size for the optional 3500-sheet large capacity tray (LCT), contact your service representative. **Reference** See "Changing The Paper Size" in the "Copy Reference".

Menu	Description
Bypass Tray:Special Paper Indication Tray 1:Special Paper Indication Tray 2:Special Paper Indication Tray 3:Special Paper Indication Tray 3:Special Paper Indication	Set an indication to identify the type of paper loaded in each tray. **Limitation** ❒ The machine cannot auto-select trays that you have designated as "Thin" or "Special Paper" using the Special Paper Indication function. Therefore, if all trays designated as "Thin" or "Special Paper", the Auto Paper Select function is not available. **Note** ❒ Default: • Bypass Tray:Cover (Mode Selected) and Slip Sheet (Mode selected) • Tray 1: No Display • Tray 2: No Display • Tray 3: No Display • LCT: No Display ❒ "Recycled Paper" appears on the display when recycled paper is selected, "Special Paper" when special paper, and "Thin" when thin paper. ❒ You can also have "Cover" and "Slip Sheet" displayed. ❒ To display "Cover" or "Slip Sheet", select either "Full Time" or "Mode Selected". If you select "Mode Selected", "Cover" or "Slip Sheet" is displayed only when Cover or Slip Sheet function is selected. ❒ When displaying the settings of "Cover" and "Slip Sheet", you cannot select "Full Time" for the same tray for both at the same time. Priority is given to whichever setting is set first. ❒ If "Cover" or "Slip Sheet" cannot be selected, "Cover" or "Slip Sheet" has already been selected for another tray. Cancel the setting of the other tray and start over again.

Count Manager

When entering Count Manger mode, if a key operator code has already been set, you must enter the code (up to 8 digits).

Reference

See "Key Operator Code" in ⇒ P.13 *"Count Manager"*.

Menu	Description
Set User Codes	Specify whether to employ user codes to restrict copier users and manage the number of copies made. **Reference** For Registering the User Code, see "User Code Register/Change/Delete" of the "Copy Reference" manual.
Key Operator Code	If you select "Yes", only operators who know the key operator code (up to 8 digits) can access the "Set Time" and "Count Manager" user tools. **Note** ❒ Default: *No* ❒ If you select "Yes", you should register the key operator code.
AOF(Keep It On.)	**Note** ❒ For details of this function, contact your service representative.

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PRINTER Option Type 650

OPERATING INSTRUCTIONS

PRINTER REFERENCE (option)

Read this manual carefully before you use this product and keep it handy for future reference.
For safety, please follow the instructions in this manual.

Printed in The Netherlands
EE (GB) A868-8500

Introduction

This manual contains detailed instructions on the operation and maintenance of this machine. To get maximum versatility from this machine all operators should carefully read and follow the instructions in this manual.

Please read the Safety Information in the “Copy Reference” before using this machine. It contains important information related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

Important

Parts of this manual are subject to change without prior notice. In no event will the company be liable for direct, indirect, special, incidental, or consequential damages as a result of handling or operating the machine.

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PostScript® is a registered trademark of Adobe System Incorporated.

PCL® is a registered trademark of Hewlett-Packard Company.

Document Server™ is a trademark of Ricoh Company, LTD.

Other product names used herein are for identification purposes only and might be trademarks of their respective companies. We disclaim any and all rights in those marks.

Warning:

Use of controls or adjustment or performance of procedures other than those specified in this manual might result in hazardous radiation exposure.

Notes:

Some illustrations might be slightly different from your machine.

Certain options might not be available in some countries. For details, please contact your local dealer.

CE

Declaration of Conformity

“The Product complies with the requirements of the EMC Directive 89/336/EEC and the Low Voltage Directive 73/23/EEC.”

Caution (in case of 100BaseTX environment):

Properly shielded and grounded cables (STP) and connectors must be used for connections to host computer (and/or peripheral) in order to meet EMC Directive 89/336/EEC emission limits.

Copyright © 1998

How to Read this Manual

Symbols

In this manual, the following symbols are used:

⚠ ***WARNING:***
This symbol indicates a potentially hazardous situation that might result in death or serious injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

⚠ ***CAUTION:***
This symbol indicates a potentially hazardous situation that might result in minor or moderate injury or property damage that does not involve personal injury when you misuse the machine without following the instructions under this symbol. Be sure to read the instructions, all of which are described in the Safety Information section.

* The statements above are notes for your safety.

Important
If this instruction is not followed, paper might be misfed, originals might be damaged, or data might be lost. Be sure to read this.

Preparation
This symbol indicates the prior knowledge or preparations required before operating.

Note
This symbol indicates precautions for operation, or actions to take after misoperation.

Limitation
This symbol indicates numerical limits, functions that cannot be used together, or conditions in which a particular function cannot be used.

Reference
This symbol indicates a reference.

[ ]
Keys that appear on the machine's panel display.

Keys and buttons that appear on the computer's display.

【 】
Keys built into the machine's operation panel.

Keys on the computer's keyboard.

Option List

The following are the options that you can add to enhance the basic capabilities of the printer.

- Hard Disk: Printer Hard Disk Type 450
- Memory expansion : RAM SIMM
- NIB : Network Interface Board 450-E (NIB 450-E)
- Mailbox : Mailbox CS360
  (Bridge Unit Type 460 is required when you use finisher 3000.)
- PostScript® : PostScript®3 Kit Type 650

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Manuals for this Machine

There are four manuals that describe the operational procedures separately for the operation and maintenance of the machine.

This manual, the Printer Reference, contains detailed instructions for using this machine as a printer.

To ensure safe and efficient operation of the machine, all users should read and follow the instructions contained in the following manuals.

❖ **System Settings**
Describes the procedures and functions for adjusting the settings and defaults of this machine for copier.

❖ **Copy Reference**
Describes the procedures and functions for using this machine as a copier.

❖ **Printer Reference (This Manual)**
Describes the system settings, procedures and functions for using this machine as a printer.

❖ **Document Server Reference**
Describes the procedures and functions for using this machine as a document server.

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Requirements

Requirements

Before using this machine you must make sure that all the environmental and electrical requirements have been met. Connect the machine to your host computer using the parallel port, optional Network Interface Board 450-E (NIB 450-E), or both.

Make sure that all the cables, connectors, and electrical outlets necessary to attach the machine to your host computer or network are present.

Reference

For further information on using the parallel port. ⇒ P.5 *"Connecting the Machine"*

For information on using a network. ⇒ P.5 *"Connecting the Machine"*

Parallel Cable Requirements

Connect the machine to your host computer using a parallel port. This machine does not provide the parallel cable to connect the machine to the host computer.

The machine's parallel connection is a standard bi-directional interface. It requires a standard 36-pin parallel cable compliant with IEEE 1284 and a parallel port available on the host computer.

Note

❒ Do not use a parallel cable more than 3 meters (10 feet) long.

Network Connections

Optional Network Interface Board 450-E (NIB 450-E) can be installed to allow direct connection to an Ethernet network.

The Ethernet card supports 10BaseT or 100BaseTX connections.

You can use the machine in a network environment as follows.

- Using the appropriate network management software and printer driver.
- Attaching the machine to a networked computer set up as a server.

Client Windows 3.1x, 95, 98, NT 4.0, Macintosh (required PostScript®3 Kit Type 650)
Driver PCL 6/5e , PostScript®
File Server Netware 3.x , Netware 4.x
Protocol IPX/SPX, TCP/IP , AppleTalk

In a mixed network environment, the protocol automatically switches among network protocols.

Reference

Refer to the configuration guide that comes with the Network Interface Board 450-E (NIB 450-E) for more information on installing.

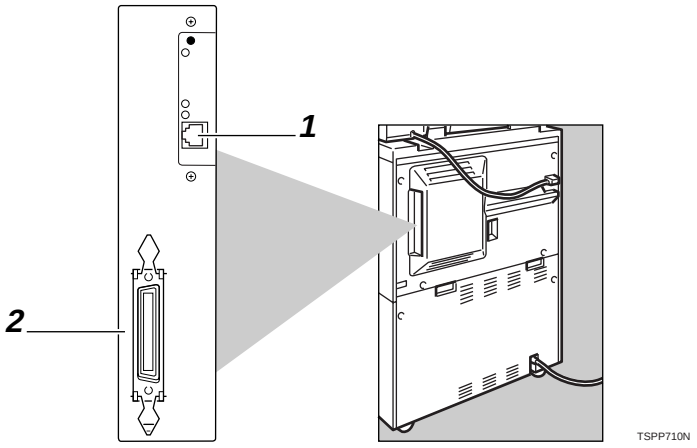
For information on resolving network connection problems. ⇒ P.53 *"Troubleshooting"*

Note

❒ Consult your Network Administrator before connecting your machine to a network.

Connecting the Machine

Make sure the shape and the position of the connector are as shown in the illustration.



1. **10BaseT / 100BaseTX**

2. **Parallel Port**

Connecting the Machine to the Host Using the Parallel Cable

Connect the machine to the host computer using a parallel cable compliant with IEEE 1284 (supplied by you).

Follow these steps to connect the machine to your host computer:

1 **Make sure you have the correct cable.**

2 **Make sure both the machine and the host computer are turned off.**

3 **Plug the 36-pin end of the parallel cable into the parallel port at the back on the right side cover of the machine.**

4 **Squeeze the wire clips on each side of the connector together until they snap into place. The clips hold the cable securely in place.**

5 **Plug the other end of the parallel cable into the computer's parallel port.**

Connecting the Machine Using the Network Interface Board 450-E (NIB 450-E)

Connect the machine using the Network Interface Board 450-E (NIB 450-E).

Follow these steps to connect the machine.

1. **Make sure you have a correct cable.**
2. **Make sure the machine is turned off.**
3. **Plug the end of the network interface cable into the 10BaseT/100BaseTX port at the back on the right side cover of the machine.**
4. **Plug the other end of the cable into the network.**

Note

- ❒ You should confirm that the cable is connected to the 10BaseT/100BaseTX port.
- ❒ In case of 100BaseTX environment, properly shielded and grounded cable (STP) must be used for connection to host computer (and/or HUB) in order to meet FCC and EMC Directive 89/336/EEC emission limits.

2. Making Adjustments with the Operation Panel

This section is for the maintenance operators.

The User Tools set the default settings, which are divided into four menu items; System Settings, Copy Features, Printer Features, and Document Server Setting. This section deals with the information on adjusting the printer settings using the System Settings and the Printer Features menus.

Note

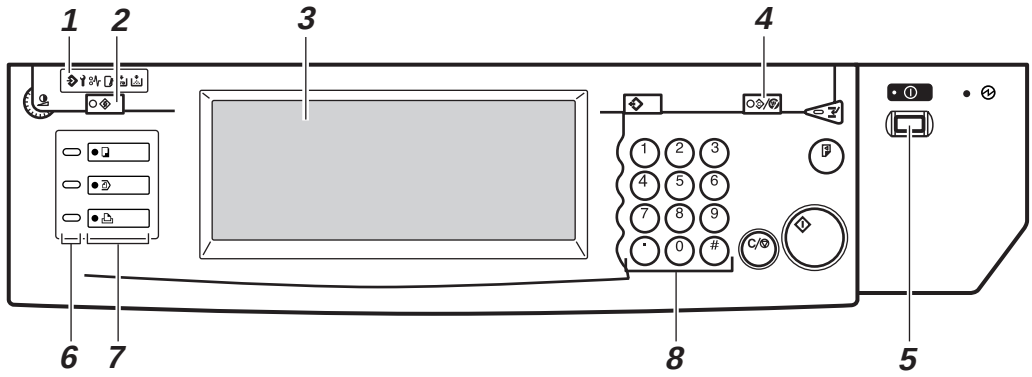
❒ After using the user tools, be sure to return to Printer mode. The settings are not canceled even if the operation switch is turned off or the **【Clear Modes/Energy Saver】** key is pressed.

❒ Function names displayed in a faint font become available when the machine is upgraded.

Reference

For information on adjusting the Copy and the Document Server settings. ⇒ Refer to the "Copy Reference" , the "Document Server Reference" or the "System Settings".

Operation Panel



1. Data In indicator

Shows if the print job is being sent from the host computer.

If the indicator is blinking, the job is being sent.

If the indicator stays on, there is the data to be printed out.

2. 【User Tools/Counter】 key

❖ **User Tools**

Press to change the default settings and conditions to meet your requirements.

⇒ P.11 *"Adjusting Printer Features"*, P.23 *"Adjusting System Settings"*

❖ **Counter**

Press to check or print the total number of prints and copies made.

3. Panel Display

Shows the operation status, error messages, and function menus.

4. 【Clear Modes/Energy Saver】 key

Press this key for about 1 second to switch to and from Energy Saver mode.

5. Operation Switch

Press this switch to turn the power on. (the On indicator lights up). To turn the power off, press this switch again (the On indicator goes off).

6. Function Status indicators

These indicators show the status of each function.

❖ **Green**

Indicates the function is working.

❖ **Red**

Indicates the function is interrupted because of errors.

Press the Function key to switch the panel display and check the error message.

7. Function keys

Press to change functions (Copy, Printer, Document Server) shown on the panel display. To use the printer function, press the 【Printer】 key.

8. Number Keys

Use these keys to enter a numeric value.

Panel Display

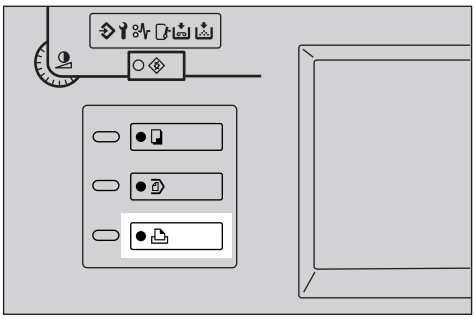
The panel display shows operational status, error messages, and function menus.

Important

❒ Do not apply a strong shock or force of about 30 N (about 3 kgf) or more to the panel display. Otherwise, the display might be damaged.

Printer

- Press the 【Printer】 key on the operational panel.

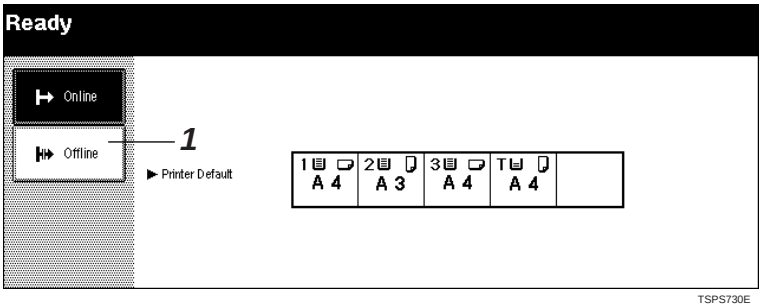


TSPS720E

Online and Offline

❖ **Online**

The printer is ready to make a print.



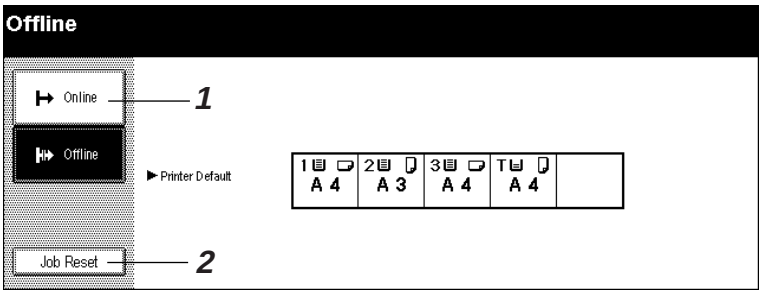
TSPS730E

1. **[Offline] key**

Touch this key to change into Offline mode.

❖ **Offline**

The printer is Offline.



1. **[Online] key**

Touch this key to change into Online mode.

2. **[Job Reset] key**

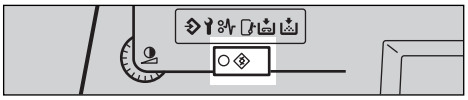
Touch this key to cancel print jobs.

Adjusting Printer Features

Accessing the Printer Features

1 **Press the [User Tools/Counter] key.**

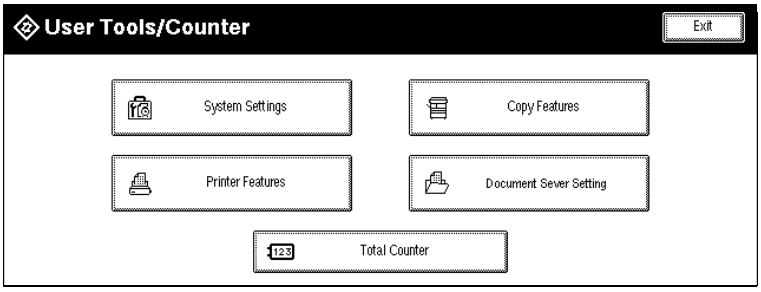
The User Tools main menu appears.



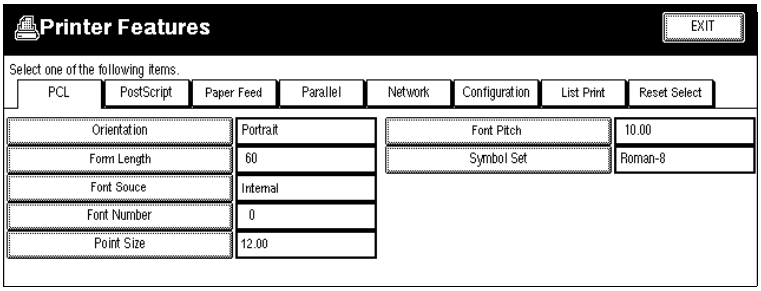
TSPS040E

2 **Touch the [Printer Features] key on the panel display.**

The Printer Features menu appears.



3 **Search for the desired menu and touch the key.**



4 **Change the settings by following the instructions on the panel display. Then touch the [OK] key.**

⇒ P.16 *"Printer Features Parameters"*

Note

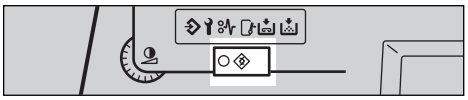
❒ **[OK]**: Touch to set the new settings and return to the previous menu.

❒ **[Cancel]**: Touch to return to the previous menu without changing any setting.

Exiting from User Tools

1 **After changing the user tools settings, go back to the User Tools main menu.**

2 **Press the 【User Tools/Counter】 key.**



TSPS040E

Note

❒ You can also exit from user tools by touching the **[Exit]** key on the User Tools main menu.

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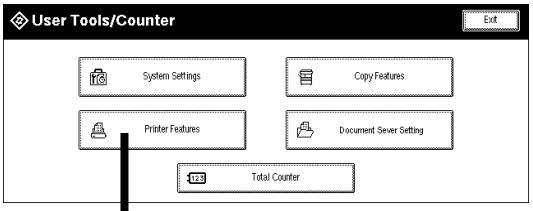
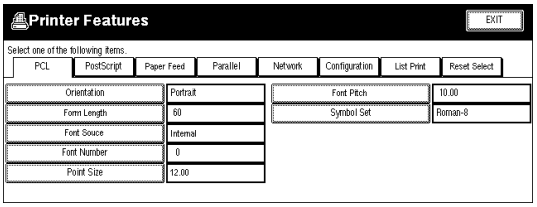
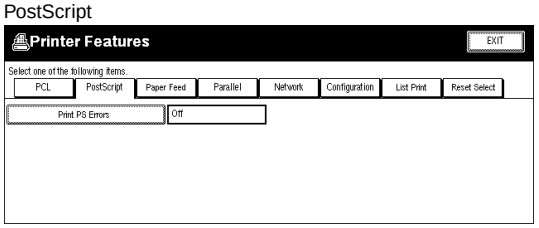
Printer Features Menu



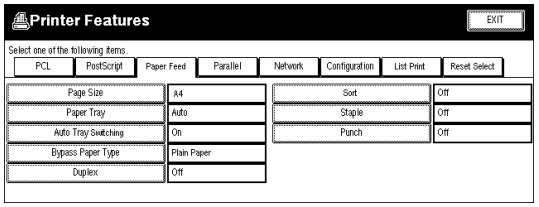
PCL



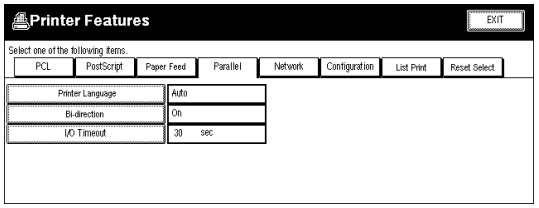
PostScript



Paper Feed

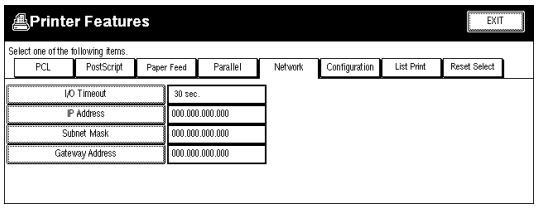


Parallel

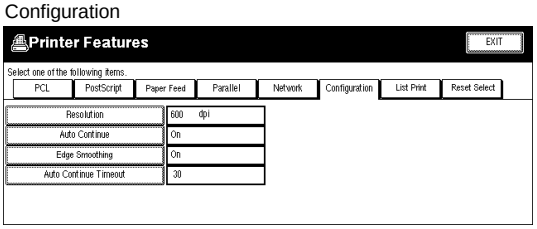


TSPS750E

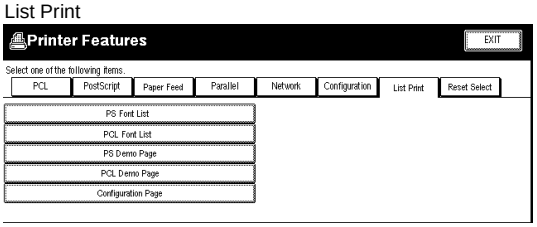
Network



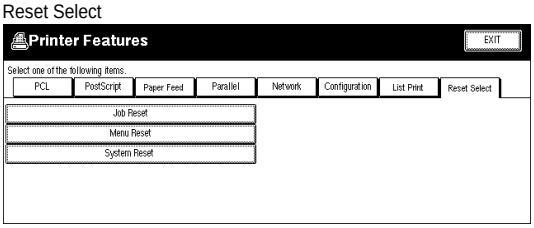
Configuration



List Print



Reset Select



TSPS760E

Printer Features Parameters

PCL

Menu	Description
Orientation	You can specify the page orientation: • Portrait • Landscape **Note** ❒ Default: *Portrait*
Form Length	You can specify the number of lines per page: 5 to 128 **Note** ❒ The default settings depend on the paper size. ❒ Default: *64 (A4)* ❒ Default: *60 ($8^1/_2 \times 11$)*
Font Source	You can specify the location of the default font: • Internal Specifies that you want to use the resident font as the default font. • Soft Specifies that you want to use the font downloaded from the host machine as the default font. **Note** ❒ Default: *Internal*
Font Number	You can specify the value for the default font you want to use: 0 to 999 **Note** ❒ Default: *0*
Point Size	You can specify the value for the point size you want to use for the selected font in increments of 0.25: 4.00 to 999.75 **Note** ❒ Default: *12.00* When an incorrect size is entered, it blinks for about 2 seconds. Enter the correct size at that time.

Menu	Description
Font Pitch	You can specify the number of characters per inch for the selected font in increments of 0.01: 0.44 to 99.99 **Note** ❒ Default: *10.00*
Symbol Set	You can specify the set of print characters for the selected font. Search for the desired font among the options shown in the 3 screens. Roman-8, Win L1, Win L2, Win L5, Win Baltic, Win 3.0, Legal, ISO L1, ISO L2, ISO L5, ISO 4, ISO 6, ISO 11, ISO 15, ISO 17, ISO 21, ISO 60, ISO 69, PC-8, PC-850, PC-852, PC-1004, PC-8 D/N, PC-8TK, VN Math, VN US, VN Intel, MS Publ, Pifont, Desktop, Math-8, PS Math, PS Text, MC Text **Note** ❒ Default: *Roman-8*

PostScript®

Menu	Description
Print PS Errors	You can specify whether the PostScript® Error Report should be printed: • Off • On **Note** ❒ Default: *Off*

Paper Feed

Menu	Description
Page Size	You can specify the page size when the page size is not specified by the application. A3, JIS B4, A4, JIS B5, A5, A6, 11 × 17, $8^1/_2 \times 14$, $8^1/_2 \times 13$, $8^1/_4 \times 13$, 8 × 13, $8^1/_2 \times 11$, $7^1/_4 \times 10^1/_2$, $5^1/_2 \times 8^1/_2$ **Note** ❒ Default (Metric Version): *A4* ❒ Default (Inch Version): *$8^1/_2 \times 11$*

Menu	Description
Tray Priority	You can specify the input paper tray. Only the installed trays appear on the panel display. Auto, LCT, Bypass, Tray1, Tray2, Tray3 **Note** ❒ Default: *Auto*
Auto Tray Switching	You can specify whether the Auto Tray Switching is On. When the Auto Tray Switching is On, and the current paper tray becomes empty during a print job, the machine automatically changes the paper tray to the one that contains the same paper size and orientation: • Off • On **Note** ❒ Default: *On*
Bypass Paper Type	You can specify the type of paper in the Bypass Tray: • Plain Paper • OHP(Transparency) • Thick Paper **Note** ❒ Default: *Plain Paper*
Duplex	You can specify whether you want to print on both sides of each page. If so, you can also specify the orientation of paper. • Off • Long Edge Binding • Short Edge Binding **Note** ❒ Default: *Off*

Menu	Description
Sort	You can specify whether you want to collate the output. If so, you can also specify the printing order. • Off • Offset Sort • Rotate Sort **Note** ❒ Default: *Off*
Staple	You can specify whether you want to staple the output. If so, you can also specify the stapling position among the options shown in the 2 screens. Off, Left Slant, Left Vert., Left Horiz., Left 2, Right Slant, Right Vert., Right Horiz., Right 2, Top 2, Left Slant, Left Vert., Left Horiz., Left 2, Right Slant, Right Vert., Right Horiz., Right 2, Top 2 **Note** ❒ Default: *Off*
Punch	You can specify whether you want to punch the output for filing. If so, you can also specify the punching position. Off, Left Portrait, Right Portrait, Top Portrait, Left Landscape, Right Landscape, Top Landscape **Note** ❒ Default: *Off*
Mailbox Priority	You can specify to which bins print out should be delivered: 1 to 9 **Note** ❒ Default: *1*

Parallel

Menu	Description
Printer Language	You can specify the page description language for print jobs received through the parallel port: • Auto • PCL • PostScript **Note** ❒ Default: *Auto*
Bi-direction	You can specify whether bi-directional communication between this machine and the host computer is enable: • Off • On **Note** ❒ Default: *On*
I/O Timeout	You can specify how many seconds to wait until an incomplete print job should end, and the next port in the polling sequence should be set in increments of 1: 5–300 sec. **Note** ❒ Default: *30 sec.*

Network

Menu	Description
I/O Timeout	You can specify how many seconds to wait until an incomplete print job should end, and the next port in the polling sequence should be set in increments of 1: 5–300 sec. **Note** ❒ Default: *30 sec.*
IP Address	You can specify the IP Address. **Note** ❒ Default: *All zero*

Menu	Description
Subnet Mask	You can specify the Subnet Mask. **Note** ❒ Default: *All zero*
Gateway Address	You can specify the Gateway Address. **Note** ❒ Default: *All zero*

Configuration

Menu	Description
Resolution	You can specify the print resolution in dots per inch: • 300 dpi • 600 dpi **Note** ❒ Default: *600 dpi*
Auto Continue	You can specify whether the Auto Continue feature is enabled. When it is On, printing continues after a system error occurs: • Off • On **Note** ❒ When it is On, and certain types of error occur, the current job might be canceled, and the machine automatically resumes the next job. ❒ Default: *On*
Edge Smoothing	You can specify whether the Edge Smoothing feature is enabled: • Off • On **Note** ❒ Default: *On*
Auto Continue Timeout	You can specify how many seconds to wait until the Auto Continue feature should end in increments of 1: 5-300 sec. **Note** ❒ Default: *30 sec.*

List Print

Menu	Description
PS Font List	You can print a list of installed PS fonts.
PCL Font List	You can print a list of installed PCL fonts.
PS Demo Page	You can print a PS Demo Page.
PCL Demo Page	You can print a PCL Demo Page.
Configuration Page	You can print a page describing the printer configuration.

Reset Select

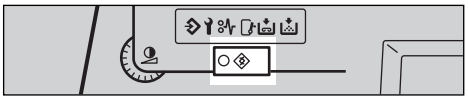
Menu	Description
Job Reset	You can cancel the print job currently being processed.
Menu Reset	You can cancel the print job and restore some of the menu parameters to their factory defaults. **Note** ❒ The following parameters don't change back to their factory defaults: • Bi-direction • TCP/IP Settings
System Reset	You can reset the system.

Adjusting System Settings

Accessing the System Settings

1 **Press the [User Tools/Counter] key.**

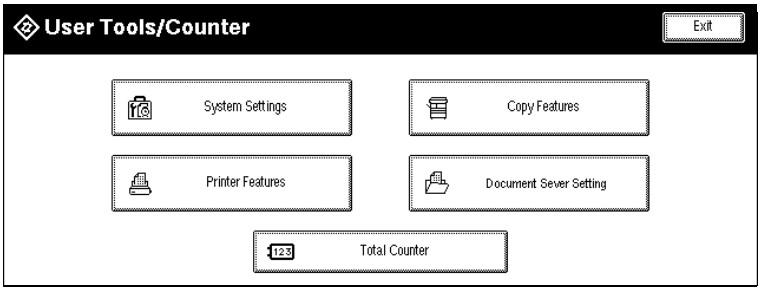
The User Tools main menu appears.



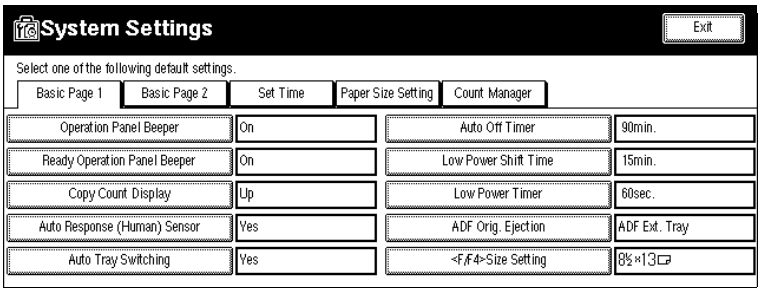
TSPS040E

2 **Touch the [System Settings] key on the panel display.**

The System Settings menu appears.



3 **Search for the desired menu and touch the key.**



4 **Change the settings by following the instructions on the panel display. Then touch the [OK] key.**

⇒ P.26 *"System Settings Parameters"*

Note

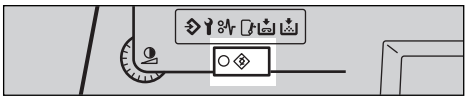
❒ **[OK]**: Touch to set the new settings and return to the previous menu.

❒ **[Cancel]**: Touch to return to the previous menu without changing any setting.

Exiting from User Tools

1 **After changing the user tools settings, go back to the User Tools main menu.**

2 **Press the 【User Tools/Counter】 key.**

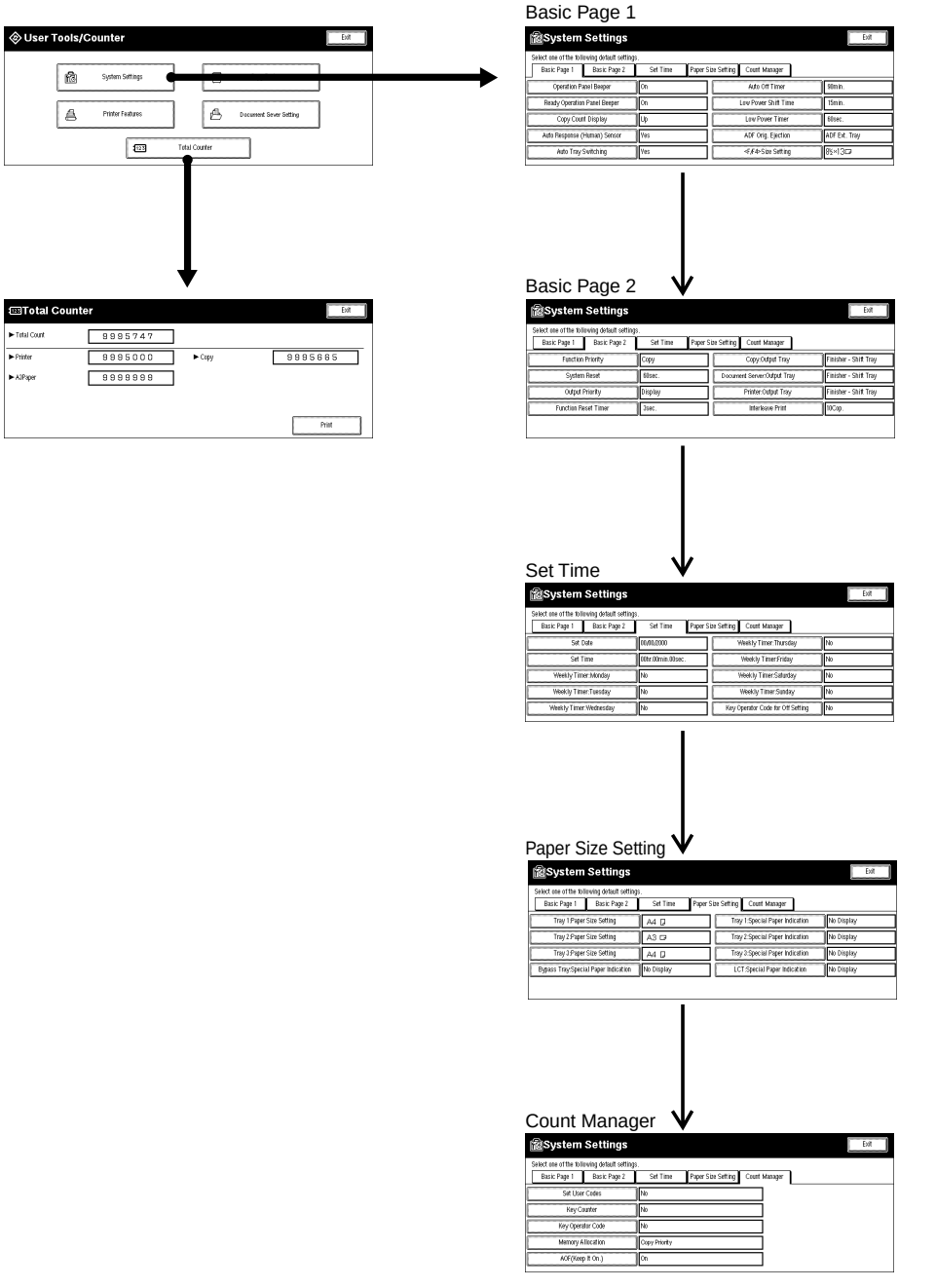


TSPS040E

Note

❒ You can also exit from user tools by touching the **[Exit]** key on the User Tools main menu.

System Settings Menu



TSPS770N

System Settings Parameters

This section contains the information on the parameters only used for the printer.

Reference

For information on the other parameters in the System Settings menu, refer to the "System Settings" manual.

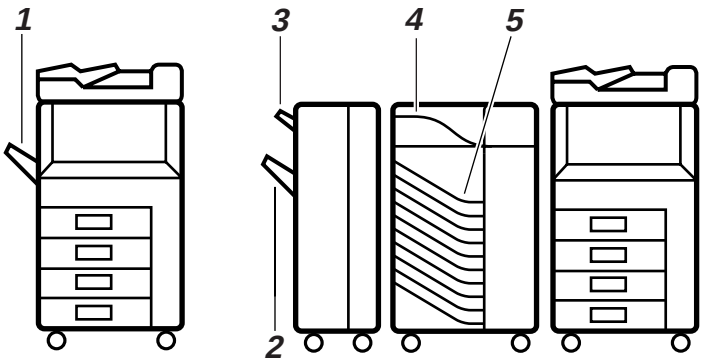
Basic Page 2

Menu	Description
Function Priority	You can specify the mode to be displayed immediately after the operation switch is turned on or the System Reset mode is turned on. • Copy • Document Server • Printer **Note** ❒ Default: *Copy*
Output Priority	Sets the print priority for each mode. • Display : Print priority is given to the mode shown on the display. • Copy : Print priority is given to the copy function. • Document Server : Print priority is given to the document server function. • Printer : Print priority is given to the printer function. • Interleave : Makes use of the Multi-access function to print jobs in the order in which they are initiated regardless of mode/function. **Note** ❒ Default: *Display* ❒ As the output from the different functions may be inconveniently placed on the same tray, it is possible to separate output trays for each function using the "Output Tray" feature.

Menu	Description
Function Reset Timer	How long the machine waits before switching to the default mode if no operation has been performed after an operation has finished. • Instant • Reset Time : 3–30 sec. **Note** ❒ Default: *Reset Time (3 sec.)* ❒ This setting does not work when the "Output Priority" is set to the "Interleave".
Copy: Output Tray	You can specify a tray which documents are delivered. **Note** ❒ Default: *Finisher-Proof tray* ❒ You can select from the External tray, Finisher-Shift tray, Finisher-Proof tray, Mailbox-Proof tray. ❒ Without the optional finisher and Mailbox installed, External tray is the only one output tray.
Document Server: Output Tray	You can specify a tray which documents are delivered. **Note** ❒ Default: *Finisher-Proof tray* ❒ You can select from the External tray, Finisher-Shift tray, Finisher-Proof tray, Mailbox-Proof tray. ❒ Without the optional finisher and Mailbox installed, External tray is the only one output tray.
Printer: Output Tray	You can specify a tray which documents are delivered. **Note** ❒ Default: *Finisher-Proof tray* ❒ You can select from the External tray, Finisher-Shift tray, Finisher-Proof tray, Mailbox-Proof tray, Mailbox (It's depends on the panel setting). ❒ Without the optional finisher and Mailbox installed, External tray is the only one output tray. ❒ The Output Tray may be different depending on the functional setting and the setting of the printer driver.

Menu	Description
Interleave Print	You can set the maximum output quantity using the interleave print when the "Output Priority" is set to the "Interleave": 1–20 (number of sheets) **Note** ❒ Default: *5* ❒ This setting may be different from your setting depending on the status of the print job.

❖ **Output Tray**



TSPH211N

1. **Copy Tray (option)**
2. **Finisher Shift Tray (option)**
3. **Finisher Proof Tray (option)**
4. **Mailbox Proof Tray (option)**
5. **Mailbox (option)**

Set Time

If a key operator code (up to 8 digits) is specified, you should enter the code when entering the Set Time mode.

Reference

Refer to “Key Operator Code” in the “System Settings” manual.

Menu	Description
Weekly Timer; Monday - Sunday	Set the times when you want the machine to turn itself on/off for each day of the week. **Important** ❒ The timers do not work if the main power switch is turned off or the power cord is unplugged. ❒ To keep the power on throughout the day, clear both of the settings specified for the "On" and "Off" timers. **Note** ❒ Enter times using the 24–hour clock (1 minute steps). ❒ You can set only the "On" or "Off" timer of the day. ❒ The timers don't turn the main power on/off. ❒ If the same time is specified both for the "On" and "Off" timers, the "On" timer is set to work, and the "Off" timer is ignored. ❒ The timers don't work when an error occurs or an error message appears in the panel display.

About Weekly Timers

The Weekly Timers allow you to restrict use of the machine to certain times of the day and week. The machine will turn the operation switch on/off at the specified times of the week.

Important

❒ The timers turn the machine to the Offline/ Online, only when the "Key Operator Code for Off Setting" is specified.

❒ If the "Key Operator Code for Off Setting" is not specified, you can print documents even when the operation switch is turned off by the timers.

❒ If the "Key Operator Code for Off Setting" is specified, you cannot print documents without entering the code when the operation switch is turned off by the timers.

Reference

Refer to "Key Operator Code for Off Setting" in the "System Settings" manual.

Count Manager

If a key operator code (up to 8 digits) is specified, you should enter the code when entering the Count Manager mode.

Reference

Refer to the "Key Operator Code" in the "System Settings" manual.

Menu	Description
Memory Allocation	You can select the Hard Disk memory allocation. Change the settings if error messages often occur. • Copy Priority • Max. Memory for Copier • Min. Memory for Copier • Max. Memory for Document Server • Document Sever Priority • Printer Priority **Note** ❒ Default: *Copy Priority* **Important** ❒ When memory allocation is changed, stored documents in the document server will be deleted. ❒ You have to print the stored documents before changing the memory allocation.

❖ **The memory allocation of each function is as follows:**

	Copy	Document Server	Printer
Copy Priority	900 MB	400 MB	200 MB
Max. Memory for Copier	1300 MB	100 MB	100 MB
Min. Memory for Copier	300 MB	800 MB	400 MB
Max. Memory for Document Sever	300 MB	1000 MB	200 MB
Document Server Priority	500 MB	800 MB	200 MB
Printer Priority	500 MB	400 MB	600 MB

3. Installing the PCL 6/5e Printer Driver

Installing the PCL 6/5e Printer Driver

Printing requires installation of a printer driver for your operating system.

This section provides basic procedures for installing the printer driver. The actual procedure differs somewhat depending on your operating system.

Follow the right one of the procedures below.

Choosing the PCL 6 or PCL 5e printer driver

This printer comes with two kinds of the PCL printer drivers. One is the PCL 6, and the other is the PCL 5e.

Generally, we recommend the PCL 6 as your first choice, for it provides better WYSIWYG (What You See Is What You Get) and higher speed than the PCL 5e.

However, some of your application software might require the installation of the PCL 5e printer driver. In this case, you can install the PCL 5e printer driver in addition to the PCL 6 printer driver.

Windows 95/98 - Installing the PCL 6/5e Printer Driver

Follow these steps to install the PCL 6/5e printer driver on your Windows 95/98 system:

1. **Close all the applications that are currently running.**
2. **Insert the CD labeled Printer Drivers and Utilities for Windows/Mac in the CD-ROM drive.**

   If the setup menu starts automatically, follow the instructions on the screen. Otherwise, continue the step 3.
3. **Click [Start] on the task bar.**
4. **Click [Run].**
5. **In the "Run" window, click [Browse].**
6. **Select the CD-ROM Drive.**
7. **Open the folder called "Pcl6 (or Pcl5e)".**
8. **Open the folder called "Win31_95".**

9 Open the folder of appropriate language.

10 Open the folder called “Disk1”.

11 Open the file titled "Setup.exe".

12 Click [OK].

13 Follow the instructions on the screen.

Windows 3.1x - Installing the PCL 6/5e Printer Driver

Important

❒ We recommend to install the PCL 5e printer driver on your Windows 3.1x system. Under Windows 3.1x system, you might get some unexpected print results with the PCL 6 printer driver.

Follow these steps to install the PCL 6/5e printer driver on your Windows 3.1x system:

1 Close all the applications that are currently running.

2 Insert the CD labeled Printer Drivers and Utilities for Windows/Mac in the CD-ROM drive.

3 From the Program Manager, click [Run] from the [File] menu.

4 In the “Run” window, click [Browse].

5 Select the CD-ROM Drive in the Drives list.

6 Open the folder called “Pcl6 (or Pcl5e)”.

7 Open the folder called "Win31_95".

8 Open the folder of appropriate language.

9 Open the folder called “Disk1”.

10 Open the file titled "Setup.exe".

11 Click [OK].

12 Follow the instructions on the screen.

Windows NT 4.0 - Installing the PCL 6/5e Printer Driver

The procedures to install the PCL 6/5e printer driver on your Windows NT 4.0 System differs depending on whether one or more printer drivers have been already installed.

If there is no other printer driver installed, follow these steps.

Follow these steps to install the PCL 6/5e printer driver on your Windows NT 4.0 system:

1. **Close all the applications that are currently running.**
2. **Insert the CD labeled Printer Drivers and Utilities for Windows/Mac in the CD-ROM drive.**

   If the setup menu starts automatically, follow the instructions on the screen. Otherwise, continue the step 3.
3. **Click [Start] on the task bar.**
4. **Click [Run].**
5. **In the "Run" window, click [Browse].**
6. **Select the CD-ROM Drive.**
7. **Open the folder called "Pcl6 (or Pcl5e)".**
8. **Open the folder called "Nt4".**
9. **Open the folder of appropriate language.**
10. **Open the folder called "Disk1".**
11. **Open the file titled "Setup.exe".**
12. **Click [OK].**
13. **Follow the instructions on the screen.**

Uninstalling the PCL 6/5e Printer Driver

This section provides basic procedures for uninstalling the printer driver. The actual procedure differs somewhat depending on your operating system.

Follow the right one of the procedures below.

Windows 95/98 - Uninstalling the PCL 6/5e Printer Driver

Follow these steps to uninstall the printer driver:

1. **Close all the applications that are currently running.**
2. **Insert the CD labeled Printer Drivers and Utilities for Windows/Mac in the CD-ROM drive.**

   If the setup menu starts automatically, follow the instructions on the screen. Otherwise, continue the step 3.
3. **Click [Start] on the task bar.**
4. **Click [Run].**
5. **In the "Run" window, click [Browse].**
6. **Select the CD-ROM Drive.**
7. **Open the folder called "Pcl6 (or Pcl5e)".**
8. **Open the folder called "Win31_95".**
9. **Open the folder of appropriate language.**
10. **Open the folder called "Disk1".**
11. **Open the file titled "Unsetup.exe".**
12. **Click [OK].**
13. **Follow the instructions on the screen.**

Windows 3.1x - Uninstalling the PCL 6/5e Printer Driver

Follow these steps to uninstall the printer driver:

1. **Close all the applications that are currently running.**
2. **Insert the CD labeled Printer Drivers and Utilities for Windows/Mac in the CD-ROM drive.**
3. **From the Program Manager, click [Run] from the [File] menu.**
4. **In the "Run" window, click [Browse].**
5. **Select the CD-ROM Drive in the Drives list.**
6. **Open the folder called "Pcl6 (or Pcl5e)".**
7. **Open the folder called "Win31_95".**
8. **Open the folder of appropriate language.**
9. **Open the folder called "Disk1".**
10. **Open the file titled "Unsetup.exe".**
11. **Click [OK].**
12. **Follow the instructions on the screen.**

Windows NT 4.0 - Uninstalling the PCL 6/5e Printer Driver

Follow these steps to uninstall the printer driver:

1. **Close all the applications that are currently running.**
2. **Insert the CD labeled Printer Drivers and Utilities for Windows/Mac in the CD-ROM drive.**

   If the setup menu starts automatically, follow the instructions on the screen. Otherwise, continue the step 3.
3. **Click [Start] on the task bar.**
4. **Click [Run].**
5. **In the "Run" window, click [Browse].**
6. **Select the CD-ROM Drive.**
7. **Open the folder called "Pcl6 (or Pcl5e)".**
8. **Open the folder called "Nt4".**
9. **Open the folder of appropriate language.**
10. **Open the folder called "Disk1".**
11. **Open the file titled "Unsetup.exe".**
12. **Click [OK].**
13. **Follow the instructions on the screen.**

4. Installing the PostScript® Printer Driver

Installing the PostScript® Printer Driver

Printing requires installation of a printer driver for your operating system.

This section provides basic procedures for installing the printer driver. The actual procedure differs somewhat depending on your operating system.

Follow the right one of the procedures below.

Windows 95/98 - Installing the PostScript® Printer Driver

Follow these steps to install the PostScript® printer driver on Windows 95/98 system:

1. **Close all the applications that are currently running.**
2. **Insert the CD labeled Printer Drivers and Utilities for Windows/Mac in the CD-ROM drive.**

   If the setup menu starts automatically, follow the instructions on the screen. Otherwise, continue the step 3.
3. **Click [Start] on the task bar.**
4. **Click [Run].**
5. **In the "Run" window, click [Browse].**
6. **Select the CD-ROM Drive.**
7. **Open the folder called "Ps".**
8. **Open the folder called "Win95_98".**
9. **Open the folder of appropriate language.**
10. **Open the folder called "Disk1".**
11. **Open the file titled "Setup.exe".**
12. **Click [OK].**
13. **Follow the instructions on the screen.**

Using the printer driver with the Adobe PageMaker for Windows 95/98

If you use the printer under Windows 95/98 with the Adobe PageMaker, you need to copy the PPD file to the PageMaker directory.

The PPD file is the file with extension ".ppd" under the directory \PS\WIN95_98\ENGLISH\DISK1\, on the CD labeled Printer Drivers and Utilities for Windows/Mac. The third directory, "ENGLISH" may be substituted by appropriate language name. Copy this file to the PageMaker's directory.

For PageMaker 6 default installation, the directory is "C:\PM6\RSRC\USENGLISH\PPD4", and for PageMaker 6.5 default installation, the directory is "C:\PM65\RSRC\USENGLISH\PPD4". The "USENGLISH" may be different, depending on your language selection.

Windows 3.1x - Installing the PostScript® Printer Driver

Follow these steps to install the PostScript® printer driver on your Windows 3.1x system:

1. **Close all the applications that are currently running.**
2. **Insert the CD labeled Printer Drivers and Utilities for Windows/Mac in the CD-ROM drive.**
3. **From the Program Manager, click [Run] from the [File] menu.**
4. **In the "Run" window, click [Browse].**
5. **Select the CD-ROM Drive in the Drives list.**
6. **Open the folder called "Ps".**
7. **Open the folder called "Win31".**
8. **Open the folder of appropriate language.**
9. **Open the folder called "Disk1".**
10. **Open the file titled "Setup.exe".**
11. **Click [OK].**
12. **Follow the instructions on the screen.**

Using the printer driver with the Adobe PageMaker for Windows 3.1x

If you use the printer under Windows 3.1x with the Adobe PageMaker, you need to copy the PPD file to the PageMaker directory.

The PPD file is the file with extension ".ppd" under the directory \PS\WIN3.1\ENGLISH\DISK1\, on the CD labeled Printer Drivers and Utilities for Windows/Mac. The third directory, "ENGLISH" may be substituted by appropriate language name. Copy this file to the PageMaker's directory.

For PageMaker 6 default installation, the directory is "C:\PM6\RSRC\USENGLISH\PPD4", and for PageMaker 6.5 default installation, the directory is "C:\PM65\RSRC\USENGLISH\PPD4". The "USENGLISH" may be different, depending on your language selection.

Windows NT 4.0 - Installing the PostScript® Printer Driver

Follow these steps to install the PostScript® printer driver on Windows NT 4.0 system:

1. **Close all the applications that are currently running.**
2. **Insert the CD labeled Printer Drivers and Utilities for Windows/Mac in the CD-ROM drive.**

   If the setup menu starts automatically, follow the instructions on the screen. Otherwise, continue the step 3.
3. **Click [Start] on the task bar.**
4. **Click [Run].**
5. **In the "Run" window, click [Browse].**
6. **Select the CD-ROM Drive.**
7. **Open the folder called "Ps".**
8. **Open the folder called "Nt4".**
9. **Open the folder of appropriate language.**
10. **Open the folder called "Disk1".**
11. **Open the file titled "Setup.exe"**
12. **Click [OK].**
13. **Follow the instructions on the screen.**

Using the printer driver with the Adobe PageMaker for Windows NT 4.0

If you use the printer under Windows NT 4.0 with the Adobe PageMaker, you need to copy the PPD file to the PageMaker directory.

The PPD file is the file with extension ".ppd" under the directory \PS\WINNT4\ENGLISH\DISK1\, on the CD labeled Printer Drivers and Utilities for Windows/Mac. The third directory, "ENGLISH" may be substituted by appropriate language name. Copy this file to the PageMaker's directory.

For PageMaker 6 default installation, the directory is "C:\PM6\RSRC\USENGLISH\PPD4", and for PageMaker 6.5 default installation, the directory is "C:\PM65\RSRC\USENGLISH\PPD4". The "USENGLISH" may be different, depending on your language selection.

Macintosh - Installing the PostScript® Printer Driver

Be sure to install the appropriate driver for Macintosh. The software requires a System 7.6 or later Macintosh operating system.

Follow these steps below to install the PostScript® printer driver for Macintosh that is contained in the PostScript® option.

1. **Insert the CD labeled Printer Drivers and Utilities for Windows/Mac in the CD-ROM drive.**
2. **Double click the CD icon.**
3. **Double click a folder of appropriate language.**
4. **Double click the “installer” icon.**
5. **Follow the instructions on the screen.**

Uninstalling the PostScript® Printer Driver

This section provides basic procedures for uninstalling the printer driver. The actual procedure differs somewhat depending on your operating system.

Follow the right one of the procedures below.

Windows 95/98 - Uninstalling the PostScript® Printer Driver

Follow these steps to uninstall the printer driver:

1. **Click [Start] on the task bar.**
2. **Point to [Settings] and click [Printers].**
3. **Select the printer you want to delete.**
4. **From the [File] menu, click [Delete].**
   A confirmation dialog box appears.
5. **Click [Yes] to delete the printer driver.**

Windows 3.1x - Uninstalling the PostScript® Printer Driver

Follow these steps to uninstall the printer driver:

1. **Open the [Control Panel].**
2. **Double click the "Printer" icon.**
3. **Select the printer you want to delete and click [Remove].**
   A confirmation dialog box appears.
4. **Click [Yes] to delete the printer.**
5. **Click [Close] to finish removing the printer driver.**

Windows NT 4.0 - Uninstalling the PostScript® Printer Driver

Follow these steps to uninstall the printer driver:

1. **Click [Start] on the task bar.**
2. **Point to [Settings] and click [Printers].**
3. **Select the printer you want to delete.**
4. **From the [File] menu, click [Delete].**
   A confirmation dialog box appears.
5. **Click [Yes] to delete the printer driver.**

5. Installing the Font Manager

Installing the Font Manager

The Font Manager manages the screen fonts installed in your Windows 95/ 98/ 3.1x/ NT 4.0 system. Installing the Font Manager also installs the TrueType fonts that came with your PCL printer. This enables you to use all fonts that came with your PCL printer.

This section provides basic procedures for installing the Font Manager.

The actual procedure differs somewhat depending on your operating system.

Follow the right one of the procedure below.

Windows 95/98/NT 4.0 - Installing the Font Manager

Follow these steps to install the Font Manager on Windows 95/ 98/ NT 4.0 system:

1. **Close all the applications that are currently running.**
2. **Insert the CD labeled Printer Drivers and Utilities for Windows/ Mac in the CD-ROM drive.**

   If the setup menu starts automatically, follow the instructions on the screen. Otherwise, continue the step 3.
3. **Click [Start] on the task bar.**
4. **Click [Run].**
5. **In the "Run" window, click [Browse].**
6. **Select the CD-ROM Drive.**
7. **Open the folder called "Disk1".**
8. **Open the folder called "Fontman".**
9. **Open the folder called "Disk1".**
10. **Open the file titled "Setup.exe".**
11. **Click [OK].**
12. **Follow the instructions on the screen.**

Windows 3.1x - Installing the Font Manager

Follow these steps to install a Font Manager on Windows 3.1x system:

1. **Close all the applications that are currently running.**
2. **Insert the CD labeled Printer Drivers and Utilities for Windows/Mac in the CD-ROM drive.**
3. **From the Program Manager, click [Run] from the [File] menu.**
4. **In the "Run" window, click [Browse].**
5. **Select the CD-ROM Drive in the Drivers list.**
6. **Open the folder called "Fontman".**
7. **Open the folder called "Disk1".**
8. **Open the file titled "Setup.exe".**
9. **Click [OK].**
10. **Follow the instructions on the screen.**

Uninstalling the Font Manager

This section provides basic procedures for uninstalling the Font Manager. The actual procedure differs somewhat depending on your operating system.

Follow the right one of the procedures below.

Windows 95/98/NT 4.0 - Uninstalling the Font Manager

Follow these steps to uninstall the Font Manager:

1. **Click [Start] on the task bar.**
2. **Point to [Settings] and click [Control Panel].**
3. **Double click the file titled "Add/Remove Programs".**
4. **Click the [AGFA Font Manager] in the list box.**
5. **Click [Add/Remove].**
   A confirmation dialog box appears.
6. **Click [Yes].**
7. **Follow the instructions on the screen.**

Windows 3.1x - Uninstalling the Font Manager

Follow these steps to uninstall the Font Manager:

1. **Open the "AGFA Font Manager" window in the Program Manager.**
2. **Double click "unInstallShield".**
3. **Follow the instructions on the screen.**

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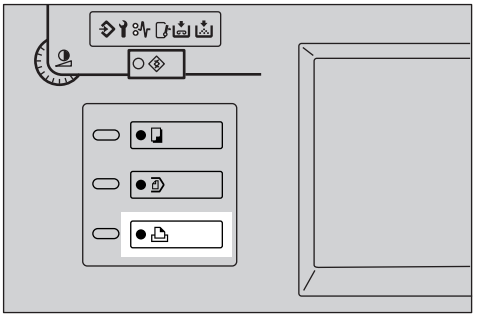
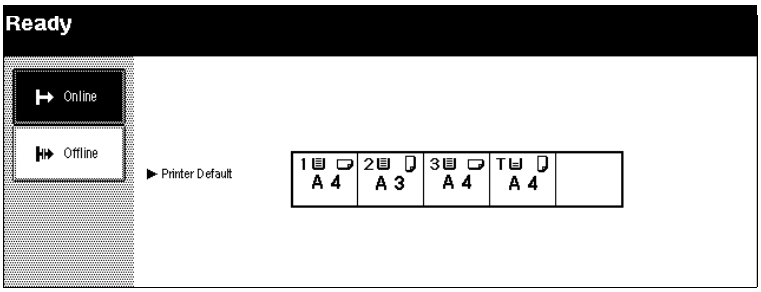
Changing a Mode

You can use this machine not only as a copier, but optionally as a printer or a document server as well. Press the 【Printer】 key to use the printer function.



TSPS720E



Limitation

❒ You cannot switch modes in any of the following cases:

- When accessing the user tools.
- During interrupt copying.

Starting a Print Job

This section provides basic procedures for starting a print job from a Windows application. The actual procedure differs somewhat depending on the application used. For full details on printing, see the documentation and on-line help that comes with your application.

Windows 95/98 - Starting a Print Job

Follow these steps to print a document. They are shown using WordPad as an example.

1. **From the [File] menu, click [Page Setup].**

2. **Specify the size, source, orientation and margins of the paper, and click [OK].**

   Note

   ❒ Use "Size" to select the paper size that matches the paper loaded in the printer's paper tray.

   ❒ Use "Source" to select **[Auto Tray Select]**.

3. **Input the text you want to print.**

4. **From the [File] menu, click [Print].**

   The "Print" dialog box appears.

5. **Make sure that the name of your machine is selected under "Name", and then click [OK] to start printing.**

   Note

   ❒ If another printer is shown under "Name", use the drop down menu to select the name of your machine.

   ❒ Clicking the "Print" dialog box's **[Properties]** displays a screen for changing the settings of the printer driver.

Windows 3.1x - Starting a Print Job

Follow these steps to print a document. They are shown using Write as an example.

1. **Use Write to create a document to print.**

2. **From the [File] menu, click [Print Setup].**

3. **Make sure that the name of your machine is selected for the "Default Printer", and specify the paper size and source that you want to use.**

   Note

   ❒ Use "Size" to select the paper size that matches the paper loaded in the printer's paper tray.

   ❒ Use "Source" to select **[Auto Tray Select]**.

4. **Click [OK].**

   The above step closes the "Print Setup" dialog box.

5. **From the [File] menu, click [Print].**

   The "Print" dialog box appears.

   Note

   ❒ Click the "Print" dialog box's **[Setup]** button to open the printer driver screen to change the printer setup, and specify the number and the range of pages to be printed.

6. **Make sure that the name of your machine is selected under [Printer Name], and then click [OK] to start printing.**

   Note

   ❒ If another printer is selected, click **[Setup]** and select the name of your machine.

Windows NT 4.0 - Starting a Print Job

Follow these steps to print a document. They are shown using WordPad as an example.

1. **From the [File] menu, click [Page Setup].**

   The "Page Setup" dialog box appears.

2. **Specify the size, source, orientation and margins of the paper, and click [OK].**

   Note

   ❒ Use "Size" to select the paper size that matches the paper loaded in the printer's paper tray.

   ❒ Use "Source" to select **[Auto Tray Select]**.

3. **Input the text you want to print.**

4. **From the [File] menu, click [Print].**

   The "Print" dialog box appears.

5. **Make sure that the name of your machine is selected under "Name", and then click [OK] to start printing.**

   Note

   ❒ If another printer is shown under **[Name]**, use the drop down menu to select the name of your machine.

   ❒ Clicking the "Print" dialog box's **[Properties]** button displays a screen for changing the settings of the printer driver.

Canceling a Print Job

Windows 95/98/3.1x/NT 4.0 - Canceling a Print Job

Follow these steps to cancel a print job.

1. **Press the 【Printer】 key on the machine's operational panel.**
2. **Touch the [Offline] key on the panel display.**
3. **Touch the [Job Reset] key on the panel display.**
   This clears data of the print job.
4. **Touch the [Online] key to change into Online mode.**

Note

❒ We recommend you to clear the data of print job from your host computer before canceling by the **[Job Reset]** key.

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Error & Status Messages on the Operation Panel

Messages	Description	Comments
Ready	The printer is Online and ready to make a print.	If you want to change into Offline mode, touch the **[Offline]** key.
Offline	The printer is Offline.	If you want to change into Online, touch the **[Online]**.
Please wait	The printer is warming up or processing internally.	Wait for the machine to get ready.
Network Board Firmware downloading...	The New network board firmware is being downloaded.	Wait until it is downloaded.
Empty Hole Punch receptacle.	The Punch Trash got full during the current punching job.	Punching cannot be made though the print job continues. Dump the punch trash. This message remains until the next print job begins.
Memory Error. Only 1 set can be output.	An Engine HDD error occurred during the current collate operation.	The print job can be completed with only one output copy of the document. This message remains until the next print job begins.
Add Staples.	The staples are running out during the current stapling job.	The stapling is being continued, even if this message appears. This message remains until the next print job which does not require stapling begins.
Network Board initializing...	The NIB 450-E firmware is being initialized.	Wait until it is initialized.
Going Offline.	The machine is shifting from Online to Offline.	Wait until it shifts to Offline.
The job has been reset.	The current job has been reset.	

Messages	Description	Comments
Functional Problems SC2000	A controller diagnostic error or a controller exception error occurred while the power is on.	Turn the main switch off, and then back on. If the error appears again, please call service.
Functional Problems SC2001	The printer controller has some problems on the hardware.	Even if this error occurs, other functions (Copy and Document Server) are still available.
Functional Problems SC2002	Software error.	Turn the main switch off, and then back on. If the error appears again, please call service.
Printer HDD Error. Printer HDD cannot be used.	A controller disk error is detected while the power is on.	Touch the **[Continue]** key after confirming the error, and the printer will start without the controller disk capability.
Printer HDD Error. Press [Reset] to cancel current job.	A controller disk error is detected while a macro or font is being downloaded from the host to the printer controller.	Touch the **[Reset]** key to cancel the current job. If this error often occurs , change the disk.
Parallel Communication Error.	A parallel communication error occurred during the print job via the parallel port.	Touch the **[Reset]** key to cancel the print job, and check the parallel communication settings again.
Netware failure.	Network communication is not available. Check the Network setting. An installed network card fails to correctly establish communication with the network.	Touch the **[Continue]** key and check the network settings, and the printer will start without the network capability. Even if a network card is installed, no error will occur when it isn't plugged into a network connection.

Messages	Description	Comments
Print overrun.	A print overrun occurred on a file being printed. Only part of the data on the page will be printed, and the print job is suspended.	To ignore this error, touch the **[Continue]** key, and the print job will be resumed. To cancel the print job, touch the **[Reset]** key. After a few seconds without any key touch, the print job will be canceled automatically. To print the image correctly, add memory to the machine, or reduce the resolution of the image and re-send the print job.
Memory overflow.	Memory overflow occurred during the print job. After part of the data on the page is printed, the print job is suspended. This is because the emulation language sent a file too complex for the printer to interpret with the available memory, or there isn't enough memory space to download the fonts.	To cancel the print job, touch the **[Reset]** key. After a few seconds without any key touch, the print job will be canceled automatically. To print the image correctly, add memory to the machine. This message remains until the next print job.
Printer HDD is full.	A controller disk becomes full while downloading a macro or font from the host to the printer controller.	To cancel the operation, touch the **[Reset]** key. After a few seconds without any key touch, the operation will be canceled automatically. To execute the operation correctly, clear room on the disk partition priority.
Output tray is full.	The specified output tray of the print job is full, and the print job is suspended.	Remove the output from the output tray, and the print job will be resumed automatically.

Messages	Description	Comments
*** is not available. *** ; Tray1 / Tray2 / Tray3 / LCT / Duplex Tray	Something is wrong with the specified input tray. The print job is suspended.	Touch the **[Reset]** key to cancel the current job. After a few seconds without any key touch, the print job will be canceled automatically.
*** is not set correctly. *** ; Tray1 / Tray2 / Tray3 / LCT / Duplex Tray	The specified input tray is not set correctly.	Close the specified input tray, and the print job will be resumed automatically.
Add Paper Add ### paper in ***, or press **[Reset]** to cancel current job. ### ; Page Size ▭ ▯ *** ; Tray1 / Tray2 / Tray3 / LCT	There is no paper in the specified input tray, although the paper size specified from the host and that from the panel display are the same. The print job is suspended.	Put the specified paper in the specified input tray, and the print job will be resumed automatically. Touch the **[Reset]** key to cancel the current job. After a few seconds without any key press, the print job will be canceled automatically.
Add Paper Add ### paper in ***, or press [Reset] to cancel current job. ### ; Page Size ▭ ▯ *** ; Tray1 / Bypass	The paper size specified from the host is not set in any trays, when the tray selection is set to Auto.	Put the specified paper in any of the input trays, and the print job will be resumed automatically. To continue the print job using the incorrect paper, touch the **[Continue]** key. To cancel the print job, touch the **[Reset]** key. After a few seconds without any key touch, the print job will be canceled automatically.

Messages	Description	Comments
Add Paper Add ### paper in ***, or press [Reset] to cancel current job. ### ; Page Size ▭ ▯ *** ; Tray1 / Tray2 / Tray3 / LCT	The paper size specified from the host and that from the panel display are different from the input tray for the current print job. The print job is suspended.	Put the specified paper in the specified tray and change the paper settings of the User Tools correctly, so the print job will be automatically resumed. To continue the print job using the incorrect paper, touch the **[Continue]** key. To cancel the print job, touch the **[Reset]** key. After a few seconds without any key touch, the print job will be canceled automatically.
Add Paper Add ### paper in Bypass Tray, or press [Reset] to cancel current job. ### ; Page Size ▭ ▯	No paper is detected in the Bypass Tray.	Set the specified paper in the Bypass Tray, and the print job will be resumed automatically. To cancel the print job, touch the **[Reset]** key. After a few seconds without any key touch, the print job will be canceled automatically.
Paper misfeed has interrupted Printing.	A paper misfeed occurred, and you removed all the misfed paper. The print job is interrupted.	To cancel the print job, touch the **[Reset]** key. To make the Jam recovery operation, touch the **[Continue]** key.
Paper is left in Staple Tray.	Paper will remain in the staple tray, when the stapling job is canceled or a new stapling job is started.	Remove the paper from the staple tray, and the print job will resume automatically.
Paper is left in Duplex Tray.	Paper will remain in the duplex tray, when a new duplex print job is started.	Remove the paper from the duplex tray, and the print job will resume automatically.
Please open the bypass tray.	The bypass tray is closed, when the tray selection is set to the bypass tray.	Open the bypass tray and set the paper, then the print job will resume automatically. Touch the **[Exit]** key to cancel the print job.

Messages	Description	Comments
An unformatted disk was detected. Are you sure want to format the disk?	When the power was turned on, an unformatted hard disk was detected by the controller.	To format the hard disk, touch the **[Yes]** key. To cancel formatting and turn the machine into the on-line mode, touch the **[No]** key. **Note** ❒ Usually this message appears only when the optional hard disk is installed. However, it also appears when a hard disk error occurs. In this case, turn the main switch off and then back on. If the message appears again, the hard disk needs formatting. When you format the hard disk, the font installed in the hard disk will be deleted.
Formatting the disk...	The hard disk is being formatted.	Wait until the confirmation message appears.
The disk was formatted successful. Turn machine off then on again to restart.	The hard disk has been formatted successfully.	Turn the main switch off, and then back on. The hard disk is ready to use.
The disk could not be formatted.	The hard disk has not been formatted successfully.	Turn the main switch off and back on, and then, try formatting again. If this message appears again, change the hard disk.

Machine Does not Print

Possible Cause	Solutions
Is the power on?	Turn on the machine.
Is the interface cable properly connected?	Connect the interface cable properly. If there are any connectors or screws, make sure they are fastened securely.
Are you using the correct interface cable?	Be sure to use the correct one. If the cable is damaged or worn, replace it with a new one.
Did you connect the interface cable after turning on the main switch?	Make sure to connect the interface cable before turning on the main switch.
Is your machine Online?	Bring it Online by touching the **[Online]** key.
Is the specified paper set?	Set the specified paper in any of the input trays.
Are there any error messages on the panel display?	Check the error message, and do the required action.
Does the indicator above the Printer key stay red?	Check the error message, and do the required action.
Is the Data-in Indicator blinking or lit?	If it is not, the data doesn't reach the machine. Check the printer cable connection. Also make sure that the printer port settings are correct.
Can you print a configuration page?	If you can't, check the printer cable connection. Also make sure that the printer port settings are correct.
Can you make a test print?	If you can't, your machine might be out of order. Consult your local service personnel.

Other Printing Problems

Problem	Action
Image is printed on the reverse side of the paper.	Set the paper upside down.
Multiple pages are fed through the printer at once.	Remove all the paper from the tray and fan them gently.
Paper misfeeds occur frequently.	Check the paper size settings. Use the recommended paper. Avoid using curled, folded, or wrinkled paper, perforated paper, or glossy paper.
Operation panel error message stays on after removing the misfed paper.	Paper misfeed message will remain until the front cover is opened and then closed. Open the front cover and close it.
It takes a long time for the printer to start printing.	The machine might be in Energy Saver mode or Low Power mode, which requires more time for warming up and resuming the print job. If you can't wait, change the settings of Low Pwr. Shift Time and Low Power Timer.
It takes too much time to complete the print job.	The data is so large or complex that it takes time to process it. If the Data In indicator is blinking, the data processing is being done. Just wait until it is finished.
Windows 95/98, NT 4.0 : The computer doesn't recognize the installed printer options.	If the printer is not bi-directional, specify which options you have installed using the printer driver. Refer to the HELP file of the printer driver.
Windows 3.1 : The printer can't send the print job.	The memory buffer might be full. Set the Print Manager to “Off”, or make the time-out setting longer.

Specifications

This section contains the electrical and hardware specifications for your printer, including the information on the options.

	Component	Specification
Basic printer	Resolution	600 dpi ; PCL 5e, PCL 6 (5e+XL), PostScript® 400 dpi ; PostScript® 300 dpi ; PCL 5e
	Standard Centronics-compatible	**Interface :** A standard 36-pin printer cable and a parallel port on the host computer. **Note** ❒ Do not use a parallel cable that is longer than 10 feet (3 meters).
		Centronics : Bi-directional parallel port (IEEE 1284 compliant)
	Page description language	PCL 5e , PCL 6 (5e+XL) , PostScript® Level 3
	Fonts	PCL 45 Font sets , PS 136 Font sets
	Hard Disk	**Storage capacity :** 1.6GB
	Memory	**Standard :** 8 MB **Optional DRAM SIMM module :** Up to 72 MB

	Component	Specification
Options	Mailbox	**Weight :** 37 kg , 82 lb
		Dimension (W×D×H): 600 × 545 × 980 mm 2.75" × 3.9" × 0.3"
		Number of trays : 9 bins , 1 Proof Tray
		Paper weight : Bin : 60 to 90 g/m^2 , 16 to 24 lb Proof: 52 to 157 g/m^2 , 14 to 42 lb
		Paper capacity : Bin: 100 sheets per tray (A4 ▯, 8$^1/_2$"×11" ▯, 80 g/m^2) / 70 sheets per tray (Others) Proof: 500 sheets per tray (A4 ▯, 8$^1/_2$"×11" ▯, 80 g/m^2) / 300 sheets per tray (Others)
		Power consumption : 48 W
	Network	**Topology :** Ethernet , 10BaseT/100BaseTX
		Protocol : IPX/SPX, TCP/IP, AppleTalk

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PRINTER O

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PRINTER REFERE

PRINTER Option Type 650 OPERATING INSTRUCTIONS

PRINTER Option Type 650 OPERATING INSTRUCTIONS

e Safety Information in the “Copy Reference” before using this machine. It contains im-
tion related to USER SAFETY and PREVENTING EQUIPMENT PROBLEMS.

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or adjustment or performance of procedures other than those specified in this manual
azardous radiation exposure.

ns might be slightly different from your machine.

might not be available in some countries. For details, please contact your local dealer.

Declaration of Conformity

“The Product complies with the requirements of the EMC Directive 89/336/E
Directive 73/23/EEC.”

Caution (in case of 100BaseTX environment):

Properly shielded and grounded cables (STP) and connectors must be used
computer (and/or peripheral) in order to meet EMC Directive 89/336/EEC em